



**ROCK**  
CHURCH & TRAINING CENTER

**JOB DESCRIPTION**

Position: **Small Group Pastor**

Reports to: **Pastor Equipping Ministries**

Position Status: **Regular Full-Time Exempt**

Department : **Small Groups**

Effective: **June 2009**

Replaces: **All Previous**

Position Number: **RC-12-09**

Posting Date: **June 12, 2009**

1<sup>st</sup> Closing Date: **June 19, 2009**

**Position Summary:**

Cast and communicate vision and inspire participation of staff and volunteer leaders. Incumbent is responsible for recruiting, training, and shepherding Small Group staff, coaches and leaders. Conduct leadership meetings and Small Group training events. Research, implement and at times design (write) curriculum used by group leaders.

**Job Responsibilities and Duties:**

1. Responsible for the growth of the Small Group ministry ensuring the fulfillment of the goals and objectives of the Rock's Strategic Plan.
2. Identify training and development needs of staff and small group leaders.
3. Identify the goals and desired results of the impact of the small group ministry and ensure that the small group ministry is moving members towards these goals.
4. Provides monthly reports to the Pastor of Equipping Ministries on the effectiveness of the small group ministry in fulfilling its goals.
5. Ensures that the day-to-day operation of Small Groups is conducted in a manner that will honor God, ensuring the highest ethical standards.
6. Shepherds, guides and leads Small Group staff, volunteer leaders and volunteers.
7. Assures that Small Group ministry leaders are working effectively and maintaining cooperative, supportive and productive relationships.
8. Provides biblical guidance and counseling as needed.
9. Responds to the Small Groups and congregation in a manner that authenticates our role as servant leaders in the community and the Rock Church.
10. Attends and participates in weekly small group team meetings, regular pastoral team meetings.
11. Required to execute the Rock's Governance System and support the People First Initiative.
12. Serves as a support staff for weekend services.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastor of Equipping Ministries.

### **Job Skills and Requirements:**

1. Bachelor's degree in theology/ministry or at least one year of Christian ministry and pastoral experience.
2. 7 to 10 years of experience in the Small Group Ministry area with 3 years of management and supervision of staff.
3. Demonstrates a passion for Small Groups.
4. Ability to use good judgment.
5. Experience in conflict resolution.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Knowledge of strategic planning principals and methodologies.
8. Knowledge of business model development and preferred business practices and processes.
9. Demonstrates the ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
10. Must be self-motivated and able to take a task or project through completion.
11. Excellent communicator: must be able to articulate clearly both in spoken and written form.
12. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers.
13. Demonstrated ability to research, produce answers and give clear direction.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to communicate clearly.



**ROCK**  
CHURCH & TRAINING CENTER

**JOB DESCRIPTION**

Position: **Small Group Pastor**

Reports to: **Pastor Equipping Ministries**

Position Status: **Regular Full-Time Exempt**

Department : **Small Groups**

Effective: **June 2009**

Replaces: **All Previous**

Position Number: **RC-12-09**

Posting Date: **June 12, 2009**

1<sup>st</sup> Closing Date: **June 19, 2009**

**Position Summary:**

Cast and communicate vision and inspire participation of staff and volunteer leaders. Incumbent is responsible for recruiting, training, and shepherding Small Group staff, coaches and leaders. Conduct leadership meetings and Small Group training events. Research, implement and at times design (write) curriculum used by group leaders.

**Job Responsibilities and Duties:**

1. Responsible for the growth of the Small Group ministry ensuring the fulfillment of the goals and objectives of the Rock's Strategic Plan.
2. Identify training and development needs of staff and small group leaders.
3. Identify the goals and desired results of the impact of the small group ministry and ensure that the small group ministry is moving members towards these goals.
4. Provides monthly reports to the Pastor of Equipping Ministries on the effectiveness of the small group ministry in fulfilling its goals.
5. Ensures that the day-to-day operation of Small Groups is conducted in a manner that will honor God, ensuring the highest ethical standards.
6. Shepherds, guides and leads Small Group staff, volunteer leaders and volunteers.
7. Assures that Small Group ministry leaders are working effectively and maintaining cooperative, supportive and productive relationships.
8. Provides biblical guidance and counseling as needed.
9. Responds to the Small Groups and congregation in a manner that authenticates our role as servant leaders in the community and the Rock Church.
10. Attends and participates in weekly small group team meetings, regular pastoral team meetings.
11. Required to execute the Rock's Governance System and support the People First Initiative.
12. Serves as a support staff for weekend services.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastor of Equipping Ministries.

### **Job Skills and Requirements:**

1. Bachelor's degree in theology/ministry or at least one year of Christian ministry and pastoral experience.
2. 7 to 10 years of experience in the Small Group Ministry area with 3 years of management and supervision of staff.
3. Demonstrates a passion for Small Groups.
4. Ability to use good judgment.
5. Experience in conflict resolution.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Knowledge of strategic planning principals and methodologies.
8. Knowledge of business model development and preferred business practices and processes.
9. Demonstrates the ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
10. Must be self-motivated and able to take a task or project through completion.
11. Excellent communicator: must be able to articulate clearly both in spoken and written form.
12. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers.
13. Demonstrated ability to research, produce answers and give clear direction.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to communicate clearly.