



JOB DESCRIPTION

Position: **Small Group Area Coordinator**

Reports to: **Small Group Director**

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

Department : **Small Groups**

Effective: **June 2009**

Replaces: **All Previous**

Position Number: **RC-13-09**

Posting Date: **June 19, 2009**

1st Closing Date: **June 26, 2009**

Position Summary:

With minimal supervision, the Small Group Area Coordinator will shepherd, oversee and manage a designated area of Small Group Coaches and leaders. Reports directly to the Small Group Director.

Job Responsibilities and Duties:

1. Works closely with the Small Group Director.
2. Monitors the health of small groups through Coach interaction, Spiritual Health Assessment and leadership reports.
3. Manages small group attendance records and follows up with inquiries on Small Group Reports.
4. Helps inquiring people find a small group (phone calls, emails)
5. Meets with assigned Coaches monthly.
6. Makes a weekly "quality contact" with coaches.
7. Organizes and facilitates monthly huddles with Coaches.
8. Ensures Coaches are fulfilling job requirements and communicating with their leaders.
9. Serves as shepherd and mentor to Small Group Leaders and Coaches.
10. As needed, meets with small group leaders to provide counsel and resolve issues within small groups
11. Implements Rock Governance into coach meetings and ensures Coaches are also using the Governance with their Small Group Leaders.
12. Helps schedule and maintain master calendar for Small Group Ministry; including regular leadership meetings, trainings and events.
13. Helps plan and execute small group promotion details (promotion requests, inserts, bulletin blurbs, room reservations, Rock TV)
14. Assists with new and ongoing Small Group Leadership Trainings, Meetings and Events (preparation, curriculum, format, scheduling, etc)
15. Responsible for development of high capacity volunteers, their job descriptions, placement and affirmations.
16. Writes content for leadership letters, newsletters, small group mailings, etc.
17. Responsible for composing, editing, printing and sending out of small group letters, newsletters, and invitations
18. Oversees Coaches coordination of regular events for small group leaders and members to share their faith/serve the community, as well as, communicates these opportunities to the small groups and coaches.
19. Identifies new small group leaders and assists in their training and development.
20. Attends selected trainings and/or retreats with small group staff.

21. As needed, serves at the small group table during weekend services.
22. As needed, attends and assists at small group ministry training sessions and events.

Job Skills and Requirements:

1. Demonstrates spiritual maturity.
2. Ability to develop, disciple and encourage Small Group Coaches, Leaders, volunteers and staff.
3. Regular member of a small group for at least 1 year.
4. Preferably at least one year of experience leading a Small Group or equivalent ministry experience.
5. Strong organizational skills and the ability to execute multiple projects simultaneously.
6. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
7. Must possess strong communication skills
8. Ability to complete projects with tight/short deadlines
9. Excellent Microsoft Outlook, Word and Publisher skills
10. Proficient in Microsoft Excel and PowerPoint.
11. Ability to take the initiative in researching, proposing, and championing new ideas and better methods for an effective small group ministry.
12. Pleasant, professional personality and appearance.
13. Flexible in nature to handle other duties and special projects as needed.
14. Experienced in conflict resolution; discernment to identify and maintain confidentiality as appropriate.
15. Ability to think clearly under pressure.
16. Self starter with the ability to work independently or in a team-oriented environment.
17. Strong typing skills (45 wpm)
18. Must possess strong writing and proofing skills

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.

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 Small Group Director.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

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 Small Group Director.