



**JOB TITLE:** Groups Minister

**JOB TYPE:** Full-time (Salary)

**REPORTS TO:** Adult Team Lead

**PURPOSE STATEMENT:**

The Groups Minister is a strategic point leader who carries the primary responsibility to create a vision and implement strategies to connect people in groups for the purpose of discipleship.

**STAFF EXPECTATIONS:**

- Lives committed to our mission of “**Love Jesus, Love Like Jesus**”.
- Abides by the **First Church** Policies, Ten Commandments of **First Church** Staff Culture, **First Church** Hedge of Protection Policy.
- Regularly attends Sunday services at **First Church**.
- Be committed to our community and culture.
- Be in agreement with our doctrine, mission and values.
- Be able to lead and thrive in a team-based environment
- Contributes to the team spirit of the staff through fellowship, encouragement, cooperation and prayer.

**GENERAL RESPONSIBILITIES:**

**Group Minister**

- Works with a recruited volunteer team to carry out the group ministry responsibilities, seeking ways to “give away ministry”.
- Effectively seeks, recruits, and trains up group leaders.
- Executes an effective process of connecting people in groups for the purpose of discipleship.
- Evaluates all aspects of the groups ministry and makes necessary adjustments to insure the maximum impact.
- Plan and execute events for the purpose of training leaders and connecting people in groups.
- Produces weekly small group study guides that correlate with that week’s sermon.
- Produces weekly correspondence with leaders for ongoing communication and training.
- Manage the annual Groups Budget.

**QUALIFICATIONS:**

- 5+ Years experience in ministry with specific experience of developing leaders.
- A mature, growing believer with a clear understanding of the Gospel.
- Effective communication skills.
- Can manage multiple priorities.
- Teachable, responsive, respectful and can adapt to **First Church**.
- Member of **First Church**, committed to our community and culture.
- Clear and professional communication style.
- Ability to multi-task.

**WORK SCHEDULE:** Ministry is not a “9 to 5 office position.” This position requires flexibility in schedule and a commitment to be available to staff during the day and available during the evening. However, boundaries are encouraged and required, for personal and family health. The staff of **First Church** is committed to team ministry that pursues excellence with an attitude of “whatever it takes.” Therefore, additional time may be required outside of regular hours and normal schedules.

