



Small Group Leader

DEPARTMENT

Small Group Ministry

ACCOUNTABLE TO

Small Group Coach; Small Group Coordinator; Discipleship Pastor

POSITION

Volunteer

SPIRITUAL GIFTS

Shepherding; Leadership

TALENTS/ABILITIES DESIRED

Able to facilitate group discussion; Able to both challenge and encourage others as needed

PERSONALITY TRAITS

Dependable; Teachable; Relational

PASSIONATE ABOUT

Helping people grow in their walk with Christ; Helping others in the Body of Christ find community

LENGTH OF COMMITMENT

One-year commitment

MEETINGS/TRAINING

Monthly communication with Small Group Coach; Assimilation of monthly resources; Participation in quarterly Huddle Meetings

ROLE SUMMARY

The Small Group Leader serves on the “front lines” of the Discipleship Ministry, by leading a group of individuals in order to help the group grow in their faith. The Leader should be an immersed believer in Christ, spiritually growing, and have a genuine love and care for people and a desire to shepherd.

TIME COMMITMENT

- 1) **Preparing for Ministry:** 1-2 hours per week
- 2) **Executing Ministry:** 2-3 hours per week

RESPONSIBILITIES

- 1) **Shepherding:** Caring for and encouraging your group to grow in their relationships with God.
 - A. *Facilitate Group Meetings:* Contact your members, present a hospitable environment, and facilitate group discussion.
 - B. *Care for Group Members:* Pray for members regularly, invest in their lives outside of group meetings, help with needs, and be available for counsel.
- 2) **Mission:** Leading your group toward a vision of ministry and the spread of the good news.
 - A. *Community Outreach:* Pursue opportunities for service and community involvement, and identify and pray for people whom your group can help influence toward Christ.
 - B. *Multiply Your Group:* Identify an apprentice in your group, mentoring them in preparation for replication of a new group in the future.
- 1) **Administration:** Organizing your group so that it functions well.
 - A. *Group Management:* Maintain your group’s profile on CCB, communicate regularly with group members, and generate schedules for food, serving, etc.
 - B. *Leadership Follow-Up:* Remain accountable to Small Group Leadership by completing meeting reports, attending leader functions, and communicating with coaches or pastors as requested.

Role Description Disclaimer: This description are intended to describe the essential/non-essential nature and level of work performed by Small Group staff and/or volunteers assigned to this role. Other duties/responsibilities may be assigned with due notice and agreement of the undersigned.

I understand the above information, and agree to take on the role specified:

Volunteer: _____ Date: _____

Discipleship Pastor: _____ Date: _____