SMALL GROUPS COORDINATOR POSITION DESCRIPTION
HILLSIDE FELLOWSHIP

Position Title: Small Groups Coordinator
Reports To: Lead Pastor

Position Purpose: The small groups coordinator will be responsible for ensuring that the congregation is connecting with one another and building community through a strong and healthy small group ministry. This includes direct oversight of the small group ministry, provision of counseling services for the church body, and the responsibility for the development of a comprehensive structure of assimilation.

Essential Functions of Position:

• To lead a team of small group leaders in the growth of a healthy small group ministry that aligns with the church's mission and identity while seeking to foster deep relational connections and spiritual growth.
• In coordination with the lead pastor, responsible for the development of a ministry strategy that ensures the growth and health of the small group ministry.
• Responsible to provide support, encouragement, and leadership for all small groups.
• Responsible for the implementation of a small group leadership development and training curriculum.
• Serve as a direct point of contact with all small group leaders and visit with small group communities on a frequent basis.
• Responsible for the planning and execution of small group connection events.
• Responsible for providing ongoing communication with the church body regarding the importance, benefits, and availability of the small group ministry.
• Responsible to provide counseling services to individuals and their families.
• Responsible for the design and implementation of an assimilation strategy for visitors and newcomers, inviting them to serve and connect in deeper ways.
• In coordination with various church ministries, encourage small group leaders and members to actively participate in the church's mission and purpose.
• In partnership with the lead pastor and church administrator, responsible for the preparation of and adherence to the annual small groups budget.

Qualifications and Requirements:

• A professional degree or equivalent experience in serving as a ministry leader.
• A minimum of two years related experience within a church or ministry setting is required. Five years of related experience with a background in small group ministry development and leadership is preferred.
• Demonstrated ability to function in a servant/leader capacity.
• Must be organized and possess a high degree of comfort working within a growing, changing, and dynamic team environment.
• Must have experience in the use of computers, including the use of Microsoft Word, Excel, and PowerPoint. Experience using both PC and Apple platforms is preferred.
• Member of Hillside Fellowship.

Typical Work Schedule:

• 40 hours per week.
• May include occasional evenings and weekend responsibilities.