

Groups Coordinator
FLSA Status: Non-Exempt
Reports to Assistant Pastor (Groups)
Grade III (\$15.40-\$24.20 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

This position supports the Assistant Pastor (Groups) with recruitment, development and support to NewSpring Groups leaders. Implements continued growth strategies for groups and assists with content creation of leadership development tools. Assists with Next groups and the college ministry.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Works with the Assistant Pastor (Groups) to implement continued leader growth strategies. Recruits and interviews potential leaders, and guides group leaders as they identify and begin to develop potential leaders from within existing groups. (app. 30%)
- Equips and develops each group leader. Meets one-on-one with leaders two to three times per year for coaching and development. Ensures timely follow up after each leader meeting. Available to minister and serve each leader—providing support, communication, and encouragement. (app. 20%)
- Assists the Assistant Pastor (Groups) with content creation of leader development tools. (app. 10 %)
- Implements continued group growth strategies—monitors the health, effectiveness, and duration of groups. Tracks group progress through 12-36 month duration and works towards a successful multiplication of groups. Coordinates the weekly support of and the communication with NewSpring groups. (app. 10%)
- Participates in planning, leading, and serving at group leader events, member recruitment events, and group launch campaigns throughout the year. (app. 5 %)
- Coordinates the groups database tracking and new member processes. Verifies that all group information is current and accurate. (app. 5%)
- Assists with weekly components of the college ministry. Serves as a secondary leader and communicator in the environment. (app. 10%)
- Assists with baptism interviews as needed. (app. 5%)
- Assists with Next groups, events, and admin support as needed. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties

EDUCATION/TRAINING

- Bachelor's degree in related fields is preferred.
- College courses or training in leadership development is preferred.

EXPERIENCE

- A minimum of 2-3 years' experience in Christian ministry.
- A minimum of 2-3 years' experience coordinating groups or teams.

REQUIRED SKILLS

- Strong written skills and strong verbal communication skills—ability to speak to large groups of people and in one-on-one situations.
- Computer proficiency with working knowledge of MS Word.
- Working knowledge of Planning Center Online preferred.
- Must have a passion to see the groups ministry grow spiritually as well as numerically.
- Ability to foster a team environment and sense of unity among staff and volunteers.
- Ability to function independently.
- Ability to handle confidential information with discretion.
- Must have the ability to be sensitive to the needs and pressures of adults with a knowledge of possible solutions.
- Positive temperament, dependability, and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Constantly and clearly communicate verbally with others to exchange information.
- Occasionally ascend and descend stairs and or ramps.
- Frequently observe and monitor environment from a long distance.
- Frequently remain in a stationary position for prolonged periods of time.
- Constantly view and operate technological devices, including computers, phones, printers, and radios.
- Frequently move self in different positions to accomplish tasks.
- Frequently accomplish tasks using near field of vision.
- Must possess the ability to work in environments with theatrical elements—includes strobing lights and fob.
- Quick reaction with movement
- Occasionally lift, carry, and move up to 40 pounds.

WORKING CONDITIONS

- This position works primarily indoors.