



Summary

Job Title

Connect Groups Director

Department

Ministry

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God, Meet Friends, and Live Life Better**. These three core initiatives drive everything we do!

Are you hungry to preach in the limelight on stage? Too bad, we already have a lead pastor and your attitude is scaring us already. Just kidding. If that isn't you but you want to have a profound impact behind the scenes this role is for you. This role is the hub that guides Community Church's ministry areas and ensures a quality spiritual formation experience for the congregation.

This position reports directly to the **Executive Director of Ministry**.

Key Responsibilities

RESULTS

Project Management

40%

- Interview all new group leaders in preparation for each group semester.
- Consistently and constantly recruit new group leaders.
- Consistently and constantly trains and develops group leaders.
- Consistently and constantly check group locations, times, point of contacts, etc. for the external website.
- Plan and oversee three annual semesters of group life.
- Plan and oversee three group leader events prior to the start of each semester.
- Collaborate with creative arts department to promote groups each semester.
- Ensure group leaders leverage and use Community Church Builder (CCB) for inputting and tracking pertinent information.
- Develop strategy for groups that support specific care areas (i.e pre-marital counseling, marriage, divorce care, grieving, recovery, etc.) and collaborate with Pastoral Care Director as needed.
- Plan, schedule and coordinate Baptism classes throughout the year.
- Contribute and ensure services with Baptism highlight individual stories.
- Identify, coordinate and ensure stories spiritual change is highlighted appropriately.

Staff and Volunteer Enrichment

35%

- Ensure groups run smoothly, handle conflict appropriately; doctrine aligned with biblical Community Church teachings and overall sound spiritually and emotionally.
- Set an example for the volunteers professionally and spiritually.
- Develop and build leadership capacity of group leaders by meeting one on one providing coaching and pastoral care.
- Meet weekly with ministry division providing/receiving feedback as appropriate.
- Conduct reviews and develop actions plans for group leaders accordingly.
- Follow up with people who have stopped attending groups
- Listen to feedback from a variety of sources (including people who have stop attending groups and individuals who have had negative group experiences) for ministry effectiveness.

Administration

10%

- Guarantee the input of critical group data (i.e.: dropout, attrition and retention rates, involvement of weekend adult attendees in group life, people taking tangible steps of faith, multiplication of groups, new people connecting to groups, semester to semester and year to year data analysis)
- Ensure ministry data is accurate and updated.
- Answer incoming emails and phone calls with a professional response within 48 hours and coach all business staff to do the same.

Leadership and Strategy

10%

- Understand with complete clarity the mission and direction of the ministry division and communicate it throughout the organization.
- Keep Executive Director of Ministry informed on all pertinent issues curbing surprised.
- Pray and meet regularly with Executive Director of Ministry to advance the objectives of the ministry division.
- Collaborate on ministry team with other ministry directors.
- Provide vision and set goals for the groups department in alignment with the overall Strategic Plan.
- Monitor the spiritual climate, trends and attitudes within the groups department; encouraging and correcting where needed.
- Maintain a growing comprehensive network of groups to meet discipleship and care needs of the church congregation.
- Work with Executive Director of Ministry on any church-wide group studies.
- Evaluate, improve and add systems and programs as needed.

Financial Stewardship

5%

- Manage groups budget in four primary areas: groups leaders meetings (3 times a year), promotion plans for each semester, one-one-one group leader meetings, group study materials.
- Submit expenses reimbursements for group ministries needs including (i.e. lunch meetings and travel expenses).
- Support ministry division when discussing the budget.

Total

100%

CORE VALUES

Health Matters

20%

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God’s voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

Church Matters

20%

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

Development Matters

20%

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

Total

100%

Requirements

EDUCATION AND EXPERIENCE

Education:

Required

- Bachelor's degree from an accredited, four-year institution required.
- In lieu of degree, an additional four years of experience will meet the requirement.

Desired

- Undergraduate focus in Theology, Ministry, Pastoral Care or related field.
- Master's degree in Theology, Ministry, Pastoral Care, or related field.
- Ordained Christian Pastor

Experience:

Required

- 3-5 years of experience leading ministries within 1,000 weekend attendance church (small groups, creative, youth, children, etc.) with validated success.
- 3-5 years of experience leading small group bible studies.
- Experience in coaching and developing volunteers with testified improvement.
- Experience in leading teams of 30 or more volunteers.
- Expertise in presenting professional presentations.
- Proficient experience in Microsoft Office (Excel, Outlook, PowerPoint and Word).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.