



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

SMALL GROUPS MINISTRY COORDINATOR

Job Classification: Full Time; Ministerial Exception

Date: February 2021

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. People are *growing in community* as fully formed followers of Christ; they are provided quick and easy assimilation into Small Groups to help them take next steps in their spiritual journey
2. Volunteers are identified, empowered and deployed to assist and lead in ministry on a weekly basis; more and more servant leaders are identified for greater kingdom impact and ownership in the ministry
3. Seamless operation of daily activities that support the vision and growth of Small Group ministry
4. Organization of database, schedules, finances, social media, communication tools, tracking, etc. to serve the people in our congregation and our Small Groups leaders (staff and lay leadership)
5. Stories of life-change and how God is at work in Small Groups are clearly communicated and celebrated across multiple channels - staff, ministries, the church body, and in the community
6. Excellent and effective support, assistance, and help to the Small Groups Pastor(s) that allows them to fully engage in leading, shepherding and equipping people
7. Personal engagement to spiritually lead people, multiply disciples (FFF), and offer compassionate care, prayer and customer service

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Proactively contribute to the growth and impact of Small Groups ministry; connect with people (in person, via email, phone calls, Zoom, etc.) to help them take next steps in their spiritual journey
2. Identify, develop and deploy volunteers into ministry on a weekly basis; give ministry away by developing leaders who are co-owners and partners with you (and the team)
3. Uncover the God-stories taking place within Small Groups across all campuses; document and share these in a variety of channels (communicating to SG Pastors, informing communications for video and other channels, sharing in newsletters, live testimonies, etc.)
4. Ensure that Small Groups ministry participants (leaders and attenders) receive effective, vision-focused communication that highlights life change and gives insight into ministry development and changes that are important to them
5. Fully engage and participate in team meetings, own specific projects from ideation to execution and evaluation
6. Respond to daily administrative and coordination needs that include (but are not limited to) email and phone correspondence, preparing reports, communications, managing receipts/credit cards/budgets, calendars, maintaining and managing the SG curriculum library, etc.
7. Provide online small group management, including ZOOM subscription management; support the Website (Small Group areas) including Small Group Finder
8. Collaborate with church-wide ministries, communications, and other administrative and ministry coordinators across locations as you represent Small Groups and as part of the overall Spiritual Growth Team
9. Work with SG Pastoral Staff to coordinate the Small Groups *Leader and Coach* meetings
10. Proactively think through means of communication, organization of data, website content, etc. to further ministry mobilization and kingdom impact.
11. Coordinate events and logistics for the Small Groups ministry. (CONNECT Event, Leader Trainings/Rallies, Retreats, Summerfest Games, etc.)
12. Manage the church database (Touch Point) on current groups, leaders, coaches, and volunteers for Small Groups
13. Contribute to the development, ownership and tracking of the yearly Small Groups Budget and Ministry Action Plan (MAP) or similar (Ministry Purpose and Plan)
14. Successful service on our overall staff team (including staff meetings, front desk rotation, admins meeting, engaging in church-wide initiatives, serving for Christmas Eve/Easter, etc.) and as an active member of our church family (ownership of mission/vision including participating in church-wide goals to multiply disciples, live on mission (personal evangelism/BLESS, and leadership development)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Proven ability to effectively utilize Microsoft Office (Word, Excel, Outlook), Web management, Social Media, and Digital Marketing
2. Ability to quickly learn systems and data bases like Service U (room and event scheduling), Concur (financial), Touch Point (church wide data base), etc.
3. Must be highly organized and relational; project management experience with strong communication skills; event planning skills/experience preferred

4. Excellent customer service skills; positive attitude; team player; makes people feel welcome, valued and wanted
5. Spiritually mature and able to come alongside people to help them take next steps spiritually; must have prior service /experience volunteering in a local church
6. Values Small Group community – participates in a small group with ability to quickly learn and retain an in-depth knowledge and understanding of groups and their dynamics
7. Able to lift boxes, chairs, tables up to 20+ lbs., navigate and walk a large campus, and have a vehicle available
8. Sees themselves as an owner of the mission, vision, values and pathway of Hill Country Bible Church
9. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire
10. Available to occasionally work nights and weekends

CULTURE AND CLIMATE:

1. Position reports to Small Groups Lead Pastor as part of the Small Groups Ministry Team.
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves