



#### JOB DESCRIPTION

POSITION: Minister to Families & Small Groups

DEPARTMENT: Ministry

OVERTIME CODE: Exempt

SUPERVISION RECEIVED: Reports to Associate Ministry Pastor

SUPERVISION EXERCISED: TBD

#### JOB SUMMARY

This position is responsible for evaluating, developing, implementing, and maintaining a comprehensive small group strategy for the entire church that helps fulfill the gospel mandate to make disciples. The Minister primary responsibilities will include Connect Groups (Sunday) and Discipleship Groups (Wednesday). He will also provide opportunities for family discipleship and fellowship in coordination with the Ministerial Staff.

#### EXPERIENCE, EDUCATION, AND SKILLS REQUIRED

The candidate must possess a clear call to full time ministry. High school diploma or equivalent required. Minimum of five years of vocational ministry experience and Bachelor's Degree or a Master's Degree in Christian Education, Discipleship, Leadership, Ministry, or comparable degree. General knowledge of office/administrative procedures required.

Requires constant (67% - 100% of the time) sitting for long periods of time. Requires constant operation of standard office machines, including computer. Requires frequent (34% - 66%) ability to move freely about the office building. Requires frequent answering/using the telephone. Requires corrected vision and hearing to normal range. Requires occasional (1% - 33%) bending and reaching. Requires frequent lifting (up to 40 lbs.).

Requires hand-eye coordination and manual dexterity. Requires ability to work in front of computer monitor and to operate a keyboard for extended periods of time.

#### TYPICAL WORKING CONDITIONS

Requires frequent contact with church members and staff. Work is performed in air conditioned/heated office facility.

## SPECIAL EQUIPMENT

Must possess working knowledge of office machines and equipment including, but not limited to, calculator, postage machine, fax machine, copier, computer, and printer.

## JOB FUNCTIONS AND DUTIES

(\* denotes essential job duties)

- 1.\* Provide guidance and oversight to the small groups ministry of the church including equipping leaders, selecting biblically sound content and curriculum, and creating new groups
- 2.\* Provide avenues for all believers to become involved in every aspect of disciple-making including growing, serving, and growing as a disciple.
- 3.\* Carry out the Pastoral functions as assigned or when circumstances dictate –public prayer, hospital visitation, funerals, weddings, etc.
- 4.\* Preach as assigned.
5. Perform all other duties as required.

\* Denotes essential functions of the job.

THIS DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHENEVER DEEMED APPROPRIATE BY MANAGEMENT.