

INVITATION TO APPLY

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**ANNOUNCEMENT OF JOB VACANCY**

**POSITION:** **Small Group Coordinator**

**QUALIFICATIONS:**

1. Applicant must have a minimum of a high school diploma. Postsecondary education is preferred.
2. Experience in discipleship groups and working with adult leaders is preferred.
3. Applicant must demonstrate competence recruiting and coordinating teams of adult volunteer facilitators who lead the ministry
4. Applicant must be self-starter, have excellent interpersonal skills and be team oriented.
5. Applicant must be a person of high integrity, excellent character, and good reputation.
6. Applicant must be passionate, energetic and enthusiastic about shepherding and making disciples who are fully-devoted followers of Christ.

**REPORTS TO:** Membership and Ministry Director

**STARTING DATE:** Ideally February 1<sup>st</sup> 2019

**EMPLOYMENT TERMS:** Salary range of \$5,500-\$7,000 is based upon part-time employment (10 hours per week) and experience of the candidate.

**COMMUNITY REFERENCE:** Sugarloaf United Methodist Church is a contemporary and progressive church with 500+ members in the Gwinnett County area.

**APPLICATION PROCESS:** Individuals who meet the qualifications should submit their resume/credentials via email to [steven@sugarloaf.org](mailto:steven@sugarloaf.org) by **February 1<sup>st</sup>, 2019**.

## Small Group Coordinator

The Small Group Coordinator offers administrative support to the staff and small group facilitators of Sugarloaf. The Coordinator will work to improve the overall efficiency of the adult discipleship ministry and aid to grow the number of healthy small groups within the church.

<b>Ministry Area/Department</b>	Adult Education and Discipleship
<b>Position</b>	<b>Small Group Coordinator</b>
<b>Accountable To</b>	Membership and Ministry Director
<b>Ministry Target</b>	Adults
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	Church member or Non-Church Member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Leadership • Shepherd • Administration • Teaching
<b>Talents or Abilities Desired</b>	Good organizational skills • Ability to motivate people • Good communicator • Team Builder • Event Organizer
<b>Best Personality Traits</b>	Outgoing • Compassionate • Personable • Energetic • Dependable • Friendly • Flexible • Self-Starter
<b>Passion For</b>	Developing shepherding systems and making disciples
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** ten hours a week, time off is flexible around ministry schedule. Sunday mornings (3 hours) & Wednesday evenings (2 hours) + 5 hours in office for administrative tasks.
2. **Participating in meetings/training:** 1 hour monthly

## **RESPONSIBILITIES/DUTIES**

1. Recruit, train, coordinate and shepherd facilitators to lead the small group ministry.
2. Build a scalable organizational structure that promotes continued growth of new small groups for the advancement of the church.
3. Develop a system of reporting on the active/weekly status of each small group.  
Check in with facilitators who have not submitted reports on their group.
4. Execute effective and continual promotion of small groups and facilitator needs throughout the calendar year.
5. Serve as a resource person on curriculum needs.
6. Organize, plan & execute bi-annual training for facilitators.
7. Work with Rooted Team Leads to foster smooth transitions of new small groups.
8. Discuss complaints/problems with Membership and Ministry Director immediately.