

## GROUPS DIRECTOR JOB DESCRIPTION

### PURPOSE

A Community Groups Director is responsible for providing support and development to community group leaders as well as enlisting and developing future leaders.

### REPORTS TO

Director of Community Groups

### PRIORITIES

#### Leader Support & Development (60%)

- Meet one-on-one with leaders 2-3 times a year.
- Equip and develop each leader in their role as group leader.
- Guide leaders as they identify and begin to develop apprentice leaders.
- Work with leaders to monitor the health, effectiveness, and duration of groups.
- Be available to minister and serve each leader.
- Provide leaders with opportunities (i.e., mentoring program, leader huddles) for personal development.

#### Leader Enlistment (20%)

- Connect with leader apprentices and provide next steps for development.
- Provide development opportunities for potential leaders.
- Interview all new leaders in preparation for each Group Launch and Short-Term Group offering.
- Work closely (when needed) with formative groups to assist them in identifying a leader.

#### Group Administration (15%)

- Ensure timely follow up after each leader meeting.



- Verify that all group information is current and accurate.
- Track group progress through 9-18 month duration and work towards a successful multiplication of groups.

## **Other Responsibilities (5%)**

- Participate in leading and serving at leader development events (i.e., re:group Conference, campus-specific leader huddles, etc.).
- Assist multicampus team with leader development tools.
- Provide pastoral support for the church.

