

Church of the Nativity

Job Description

Title: Director of Small Groups	Name:
Title of position you report to: Director of Adult Discipleship	Work Schedule (and # hrs/wk.) (40 hours a week) Schedule to be determined. Must work Sunday. Must be present Holy Week, Easter, Christmas week and Christmas Eve. Must be available weeknights and Saturday mornings on occasion.

GENERAL DESCRIPTION: (What does your position exist to do?)

The Director of Small Groups is responsible for all aspects of ensuring the parish is connecting with one another and building community through a strong, healthy, and growing small group ministry. This includes development and execution of an annual growth plan, group leader identification and recruitment, and ongoing leadership and coaching of group leaders while maintaining a superior level of confidentiality.

RESPONSIBILITIES:

- Lead a team in the development and growth of a strong small group ministry fostering community involvement and spiritual growth.
- Develop and maintain an annual plan that ensures continuous improvement and growth of small group involvement.
- Ensure databases relating to small groups are maintained and accurate.
- Implement regular small group leader and small group member recruitment methods and processes ensuring a healthy small groups growth rate over time.
- Function as overall leader of adult small groups, coaching small group leaders in successful completion of their expectations.
- Foster a strong, active, growth and recruiting focused network of small group leaders, group members, and individuals interested in becoming part of the church's small groups ministry.
- Plan and execute regular small group leader coaching and recognition events, ensuring the existence of a healthy body of small group leaders upon which to grow strong small groups.
- Work collectively with other staff to create promotional materials and methods that ensure everyone in the parish is aware of small groups, its purpose and importance, and how to get connected.
- Coordinate small group with the Message Team as part of Nativity's weekend environment.
- Present as a leader and an expert pertaining to small groups during conferences including but not limited to the Rebuilt conference.
- Perform other duties as assigned.

EXPECTED RESULTS: (What are the outcomes of your position if you perform it successfully?) *Progress will be measured every 6 months*

- Connect with existing Small Group Leadership Team members, recruit new team members and establish new communications within the overall Small Group Leadership Team.
- Create and formalize a Small Group strategic plan each year.
- Facilitate breakout sessions, as needed, discussing Small Groups at Rebuilt.

POSITION REQUIREMENTS (AS APPLICABLE): (What level and type of education is required, and amount and type of experience required to perform your role; not your specific education, experience).

EDUCATION:

Bachelor's Degree preferred; prior work experience in lieu of post-secondary degree will also be considered

EXPERIENCE:

At least 3+ years of professional experience with emphasis in project management, team building, or customer service environments

LICENSES OR CERTIFICATIONS (If applicable): Will need to receive appropriate certification from Archdiocese once hired (Stand Training, fingerprints, etc.)

SPECIAL SKILLS & KNOWLEDGE AREAS (If applicable):

Able to build organizational systems and provide support on multiple platforms

Knowledge of Catholicism

Professionalism when dealing with staff, parish members and guests

Comfortable using Technology and Social Networking (Facebook, Twitter, email, texting, etc.)

ACCOUNTABILITY: Director of Adult Discipleship

MINISTRIES FOR WHICH YOU ARE ACCOUNTABLE:

Small Group Leadership Team

Small Group Leaders

Small Group Members

JOB TITLES OF INDIVIDUALS YOU SUPERVISE (If applicable):

Not Applicable

COMPETENCIES:

Basic to advanced computer skills (spreadsheets, word processing, email, internet navigation, etc.)

Basic to advanced database navigating skills. Knowledge of Apple based operating systems a plus.

Builds Relationships

Develops and leverages effective working relationships with other members of Nativity Staff as well as ministers and church members

Acts with respect toward others

Gains acceptance by understanding the viewpoints of others and seeking win-win solutions

Communicates Effectively

Provides clear, consistent and timely communication

Gives compelling reasons for ideas and recommendations

Strategic Focus

Continually works to create an irresistible environment at Nativity

Works to see ahead clearly to anticipate future trends and consequences

Translates vision into clear and effective plans

Delivers Results

Develops and consistently executes performance objectives

Can be counted on to achieve goals successfully

Is constantly and consistently a performer who adds value

Email lskeen@churchnativity.com to apply for this position.
