

Job Description

- Title:** Small Group Coordinator
- Purpose:** To help fortify the Existing Small Groups and help in the growth and multiplication of new strong Groups.
- Term:** 1-2 years Depending on the church officer election cycle.
- Accountability:** Works under the direction of pastor or assistant pastor. He/ She is accountable to the church board. Gives reports to the pastor and church board monthly.
- Responsibilities:**
1. Attend to the spiritual needs of the Small Group leaders
 2. Motivate, Encourage and give ideas for Evangelism plans
 3. Attend/Help their small Group leaders with their outreaches
 4. Be looking out for testimonies amongst the groups to present to the church board and church.
 5. Present a Ministry moment at least once a month.
 6. Have monthly meetings with the 5 groups under him/her. The Coordinators can Decide together when to have a Meeting with ALL the groups.
 7. Meet together at least twice a month with the other Small Group coordinators. Discuss plans, and have a special time of prayer for each group.
 8. Take notes on who is new in each of the Small Groups to inform in round table.
 9. If and when Possible attend round tables— These will be held on Sundays at 9:00 am.
 10. At round table, recommend which of the groups under them is best fit to invite someone new and connect that person to the leader of the group.

Qualifications:

1. A Committed born again christian who is sound in the faith
2. Able men and women, such as fear God
3. Demonstrate Empathy and good listening skills
4. Diligent Student of the Bible
5. Understand how Small groups work
6. Has had a Small group of their own
7. Able to do public speaking
8. Good coordinating Skills

Support and Resources:

1. The Volunteer position of Small Group coordinator can be shared with more than 1 leader according to the number of Small Groups there are.
2. 1 head leader should have no more than 5 small groups under her/ him.