JOB DESCRIPTION

POSITION: Director of Small Groups Ministries       EXEMPT

REPORTS TO: Associate Pastor of Discipleship Ministries

STATUS: Full-Time

RESPONSIBILITIES:

The Director of Small Group Ministries shall be responsible for leading, organizing, equipping, and supporting lay persons in fulfilling the church’s mission and vision through spiritual growth opportunities. With the focus on Discipleship, this position will enable adults to grow in their faith and equip them for ministry as disciples of Jesus Christ.

This position will work with a lay team to create small group opportunities for adults to grow in their love for God and others through the seven spiritual practices as outlined in ‘A Disciples Path’ by Harnish/LaRosa: corporate worship, small group community, gifts-based service, prayer and meditation, reflection on Scripture, financial generosity and invitational evangelism.

The Directors’ focus shall include but not limited to the following:

1. Identify, connect, develop and train persons called to be facilitators and coordinators in foundational classes and core curriculum.

2. Organize and support persons who are called to lead small groups for accountable spiritual growth and mission, and aid in the selection of materials used in these groups.

3. Recruit, support and train teachers aiding them in the selection of materials for adult Sunday school classes, small groups, and seasonal classes.

4. Develop and administrate programs to provide the basic elements of Christian commitment for persons who are beginning their faith journey and to help them grow from visitor to active, involved, and growing disciples.

5. Promote and support options for adult small group offerings, including newsletter, bulletin, inserts, website, directed communications, signage, etc.

6. Work with Small Group and Community Team to:

   -Design and implement short-term classes and small group offerings throughout the year
   -Expand foundational groups as the primary core of Biblical teaching in the congregation
   -Select and Review curriculum options for the year

This team assists in identifying materials and curriculum along with providing the overall strategy for small group ministry on an ongoing basis.
REQUIREMENTS:

**Education / Training**

1. Minimum of a Bachelor’s degree. A degree in Christian Education or related experience in ministry is preferred.
2. Skills, training and experience in working with adults, both individually and on teams, with a focus on equipping others to lead.
3. Knowledge and appreciation of the theological tradition of the United Methodist Church, in order to guide groups and classes with curriculum choices.

**Skills**

1. Ability to encourage, motivate and inspire others to lead and guide people in their faith.
2. Flexibility to change direction as needed.
3. Ability and openness to meet new people frequently; recruit leaders, teachers and facilitators; and equip people for ministry.
4. Computer proficiency in: Microsoft Office, using web-based tools for scheduling and administration, understanding of website as main communication vehicle.

**Personal Characteristics**

1. A Christ-centered, Biblically-rooted, warm-hearted faith in Christ which expresses itself in loving, joyful, healthy relationships with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion to draw uncommitted persons into a living relationship with Jesus Christ.
3. An excitement and commitment to the mission and vision of Hyde Park United Methodist Church.
4. A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
5. A team-player who works well with other members of the church staff and who has proven effectiveness in working with volunteers.
6. Personal commitment to the spiritual heritage, doctrine, and Social Principles of the United Methodist Church.
8. A sense of humor and ability not to take him/herself too seriously.
9. High energy level for the demands of a growing ministry.