



JOB DESCRIPTION

Title:	Groups Director
Department:	Formation
Reports To:	Adult Ministry Lead
Pay Status:	Exempt / Full-time

General Summary and Objective: The Groups Director will help people live and love like Jesus by designing and implementing an effective groups and community strategy where people are formed more deeply into the image of Jesus. This will be accomplished through effectively leading, shepherding, and coaching teams and leaders.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Groups
 - Implement a shepherding and coaching structure for the care of small group leaders and members
 - Motivate, train, and equip new and existing leaders and coaches
 - Oversee, vet, and develop curriculum and resources for small groups
 - Create onramps to groups through age-and-stage-specific ministries
 - Be an active learner and accepting practitioner of alternative but effective group environments
 - Work with Adult Ministry Lead to plan and execute regular group connecting events (e.g. Groups Sunday).
- Ministries
 - Work with the Adult Ministry Lead to develop and implement a cohesive vision for communities at Crossroads
 - Oversee two or more of the following ministries (based on gifts and calling): Senior Adults, Men's, Women's, and Young Adult
 - Oversee Support Groups with an emphasis on building and shepherding volunteer leadership teams
- General Responsibilities
 - Work with Adult Ministry team to identify and eliminate barriers for people in taking their next steps connecting to groups and/or communities
 - Care for ministry volunteers through building relationships, praying with/for them, and investing in their development as leaders and Christ-followers

Additional Responsibilities:

- Oversee special projects, as needed and assigned by team leader
- Serve as a member of the Congregational Care Team
- Perform other duties as assigned
- Attend and participate in all-staff and department meetings

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Exercise sensitivity in encounters with church members and guests
- Ability to work in harmony with both staff and volunteers
- Formal biblical/theological training preferred
- 3-5 years of experience leading groups ministry preferred
- Demonstrated capacity to recruit, build, and empower people and teams
- Organizational skills
- Proficient with current computer systems and software and/or an aptitude for learning

Work Environment

This job operates in a church and a professional office environment. This role regularly uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This full-time, salaried, exempt position includes some weekend and evening responsibilities. Typical office hours when support groups are in session (September-April) are Sunday 7:30 AM—1:00 PM, Monday 8:30 AM—8:00 PM, Tuesday-Thursday 8:00 AM—4:00 PM.

Travel

This position will require occasional travel for conferences, training, etc.

Created: March 27, 2024

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.