



Job Title:	Director of Small Groups
Position Type:	Part-time (approximately 10-15 hours per week)
Location:	Providence Christian Reformed Church, 4845 King St. E. Beamsville, Ontario L0R 1B0
Job Description	
<p>PURPOSE</p> <p>To serve the vision (“Together, Following Christ in Mission”) and mission (“Learning to Live as Missionaries to Love Lincoln”) of Providence Church through overseeing, directing, coordinating, and sustaining the ministry of small groups.</p> <p>GENERAL DESCRIPTION</p> <p>The Director of Small Groups is responsible for ensuring the people and “neighbors” of Providence Church have opportunities to connect with one another (GATHER), grow in the grace and knowledge of Jesus Christ (GROW), and intentionally love Lincoln in the name of Jesus (GO), through a strong, healthy and growing small group ministry.</p> <p>RESPONSIBILITIES</p> <p>I. Small Groups</p> <ol style="list-style-type: none"> 1. Continue to develop the Small Group Ministry within the GATHER-GROW-GO model, including but not limited to message-based Grow Groups. 2. Help identify, recruit, and equip people of “spiritual warmth” to serve as Small Group leaders and hosts. 3. Gather Small Group leaders and hosts for regular training opportunities, modeling Small Group rhythms, and the sharing of best practices. 4. Liaise regularly with Small Group leaders, encouraging them, supporting them, and connecting them with appropriate resources and missional opportunities. 5. Connect people (newcomers and regular attendees) to Providence Church. 6. Educate the congregation on the purpose and importance of Small Group Ministry, and regularly communicate Small Group opportunities. 7. Maintain analysis and statistics of Small Group participation. 8. Develop and maintain an annual plan for the continuous improvement and growth of the Small Group ministry. 9. Maintain a 3-year vision for the direction of Small Groups, and achievable next steps toward that vision, together with the Pastor and the Elder Board. <p>II. Support-Based Small Groups</p> <ol style="list-style-type: none"> 1. Be familiar with social agencies and support groups providing material, emotional and spiritual care in the Lincoln community. 	



2. Discern support-group gaps in our Lincoln community, in collaboration with the Providence Leadership Team, and other community partners.
3. Develop and resource small group(s) focused on ministering to existing care needs in our Lincoln community (e.g. Grief Share, Divorce Care), as need and opportunity arise.

QUALIFICATIONS AND PREFERRED SKILLS

The Director of Small Groups must:

1. Possess a personal relationship with Jesus Christ as Savior and Lord, and a life of growing in the fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control).
2. Have a demonstrated commitment to the mission and vision of Providence Church.
3. Have a demonstrated commitment to Small Groups as critical for connecting people to one another and Jesus, growing deeper in Jesus, and going out in the name of Jesus.
4. Possess spiritual gifts in the areas of leadership, administration, and hospitality.
5. Have outstanding communication (oral and written), organizational, and problem-solving skills.
6. Be able to coach a team, and work in a team environment.
7. Be able to take initiative, and work conscientiously on one's own.

Post-secondary education in a related field, and/or equivalent experience would be an asset. Experience leading groups and facilitating group discussions and interactions would be an asset.

ADDITIONAL NOTES

1. Other duties and tasks, as assigned.
2. The Director of Small Groups is supervised by and directly accountable to the Pastor, and ultimately accountable to the Elder Board.
3. Annual performance reviews are done collaboratively by the Pastor and the Elder Board.

REMUNERATION

\$ --- per hour, commensurate with qualifications and experience. Hours will be submitted monthly to the Church Office no later than the 3rd of the following month and will be remunerated on the 10th of that month.

Signed By:		Date:	
Last Updated By:	Elder Board	Date:	November 2018

To apply:

Email a cover letter, including your expression of interest and a brief statement of faith, as well as your resume to pastor@providencecrc.ca, drop off in person, or send by mail to Providence Church (address above).