**DIRECTOR OF GROUP LIFE**

*Job Description*

Purpose

The purpose of the Director of Group Life is to provide opportunities for transformation of lives inside and out through involvement in adult group life.

##### Primary Responsibilities

1. Identify, recruit and train leaders in the adult groups ministry area.
	* Life Groups (ongoing groups)
	* Classes (short-term groups)
2. Create a culture where life groups thrive, where anyone not involved in a life group is encouraged to become part of one, and where group members invite the unchurched. Help congregants become involved in group life.
3. Regularly launch new groups.
4. Work cooperatively with other members of the Leadership Team to involve those participating in Life Groups in the wider church, i.e., set an expectation for worship with the whole church and participation in primary ministries of the church.
5. Lead a team of people committed to supporting group life. (The team helps keep Planning Center Groups up to date, provides resources to Life Group leaders, helps with training for leaders and supports the work of the Director of Group Life.)
6. Work cooperatively with the Director of Acts Network in order to share resources and experiences between the Gathered and Sent Communities.
7. Ensure that necessary administrative tasks that support group life are cared for.
8. Create training opportunities to foster leadership and train existing and new group leaders
9. Provide assistance to the leaders in selecting study materials.

Other Responsibilities

1. Serve on the staff Leadership Team and attend monthly meetings led by the Lead Pastor.
2. Serve on the staff Discipleship Team and attend monthly meetings led by the Executive Pastor.

Minimum Requirements

1. Experience leading a life group (may be volunteer)
2. Demonstrated leadership and interpersonal skills
3. Basic computer skills (Email, Word, OneDrive)
4. All Safe Sanctuary Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees prior to beginning employment.

Physical Requirements

1. Able to move about freely around the church campus.
2. Able to easily communicate with congregants.

Core Competencies

1. *Developing leaders.* Fosters multiplying DNA by raising up leaders. Sees and brings out the best in other people. Provides challenging and stretching opportunities for the team. Is a “people builder.” Shares ownership, visibility and kudos.
2. *Spiritual Formation/Discipleship.* Demonstrates an understanding of spiritual formation/discipleship as a process; invites others into discipleship process by creating discipleship opportunities, e.g., launch new Life Groups and classes that meet spiritual needs
3. *Interpersonal Skills.* Able to develop relationships with congregants, especially those who are not well integrated into the life of the church. Enjoys getting to know new people. Is easy to approach and talk to and is sensitive to the interpersonal anxieties of others. Builds constructive and effective relationships; uses diplomacy and tact.
4. *Vision ownership.* Demonstrates understanding and full support of the vision of becoming a dual expression church, with gathered and sent communities. Behaves in a manner congruent with this vision and the core values of the church.
5. *Team Orientation.* Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
6. *Conflict Management.* Embraces constructive conflict as a means to promote growth. Reads situations quickly; can find common ground and get cooperation with minimal anxiety.
7. *Leadership Skills.* Sought out by others for direction and leadership. Has a “can do” attitude and positive spirit. Is able to solve problems and make good decisions in a timely manner.
8. *Adapting*. Flexible about making changes when circumstances change. Readily changes strategies, programs, etc when the direction of the church or the needs in the broader culture change.
9. *Organizing*. Gets things done in a way that does not create stress for other people. Uses resources effectively and efficiently.
10. *Communicating*. Effectively presents ideas in both verbal and written form. Able to communicate well one-on-one and in small groups.

Details

1. The position is part-time (20 hours per week).
2. Compensation is reviewed and recommended to the Lead Council on a yearly basis.
3. Position benefits, procedures, etc. to be done in accordance with the Church’s Employee Handbook (The Handbook is to be reviewed with verification signed and returned to the supervisor.)
4. Supervisor is the Executive Pastor.

*Created 12/05/18*

*Revised 1/02/19*