



COMMUNITY GROUPS

theCHURCH OF ARIZONA

Position: Groups Director

Purpose: The Groups Director is responsible for the vision, direction, and oversight of the Groups Ministries, including Community Groups, Men's Discipleship, and Women's Discipleship. The Groups Director is responsible for articulating the vision, goals and objectives of the Groups Ministry to the Community Groups, Men's, and Women's Leadership, as well as providing direction and support to those leaders.

Oversight: Community Groups, Men's Discipleship, Women's Discipleship

Time: 40 Hours Per Week

Reports to: Discipleship Pastor

Core Competencies:

- Partner with theCHURCH (at least 1 year of partnership)
- Completion of theWAY Leadership Training
- Read "Hero-Maker" by Dave Ferguson and Warren Bird
- Read "Life-Giving Groups" by Jeremy Linneman
- At least 1 year participation in Community Groups (preferably as a leader)
- Strong leadership development and management skills
- Strong administrative and organizational skills
- Strong relational and communication skills
- Strong computer skills (ability to learn and navigate new systems and processes)
- Has demonstrated consistency in humble, servant leadership
- Passion for the Discipleship and Care of God's People
- Desire to see God's church multiplied in the White Mountains through more groups
- Demonstrate a vision and passion for the future of the Community Group Ministry



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Responsibilities:

- Identify and pursue achievable yearly goals/objectives for the Community Groups Ministry
- Develop and maintain a yearly goal based budget for the Community Groups Ministry
- Identify and equip a leadership team for the Community Groups Ministry
- Develop a 3-5 year strategic growth plan for the Community Groups Ministry including:
 - Strategy for church-wide promotion of Community Groups
 - Strategy for developing new group and huddle leaders
 - Strategy for multiplying groups
 - Strategy for establishing groups in new towns and neighborhoods
 - Strategy for working with the Next Gen Pastor to establish youth Community Groups
- Oversee the process for onboarding new leaders into the Community Groups Ministry:
 - Making sure new leaders have attended theWAY 101-401 Classes
 - Taking new leaders through the Group Leader Guide
 - Requiring new leaders to read through "Life-Giving Groups" book
 - Attending (or having a huddle leader attend) the first 8 weeks of a new group launch to help establish a monthly rhythm
- Manage and maintain all Group Workflows in Planning Center People from First Contact to final Follow Up steps (CG's, Men's, Women's, Start a Group, etc.)
 - Ensure a smooth and quick placement process for anyone interested in joining a group
- Manage and Maintain Planning Center Groups:
 - Responsible for setting up a group page for new group leaders
 - Responsible for updating group members profiles
 - Responsible for working with our group leaders to make sure all of our group rosters are current and up-to-date on a monthly basis
 - Track group member participation and attendance trends, reaching out to group members whose attendance is declining.
- Manage and Maintain Groups related pages on the App and Website:
 - Post sermon questions to the app and website by 3pm on Mondays
 - Communicate event changes/updates to Robin
- Responsible for scheduling monthly group leader huddles through Planning Center Services and sending out reminder emails; Attending huddles



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Responsibilities (Continued):

- **Responsible for ministry promotion and event planning:**
 - Update Social Media; Promotion
 - Update Events Calendar (App and Website)
 - Responsible for reserving rooms/times for events
 - Creating artwork for each event using Spark Adobe
- **Responsible for providing oversight and accountability for direct report ministries (Community Group Huddle Leaders, Men's Discipleship and Women's Discipleship) by:**
 - Managing through frequent (weekly and monthly) communication (meetings, phone, email, etc)
 - Resourcing any needs of your direct reports in a timely manner (1-2 weeks)
 - Ensure each ministry area is working together efficiently through monthly team meetings
 - Work with direct reports to develop and maintain a yearly goal based budget
 - Ensure sound doctrine is being taught across the Community Groups, Men's, and Women's Ministries
 - Ensure each of your direct reports are following the policies and procedures of theCHURCH