



COMMUNITY OF FAITH

Job Description

Position: Next Steps Groups Coordinator

Reports To: Adult Ministry Pastor

Department: Adult Ministry

Full-Time Salaried Position

Objective: *The primary responsibility of the Groups Coordinator is to lead people into a growing relationship with Jesus through their support of Home Teams and other groups at COF. This is accomplished through developing and training Home Team facilitators while also helping assimilate guests, attenders, members further into the COF community.*

Responsibilities:

- In coordination with the Next Steps Pastor, lead and grow Home Teams by assisting in the creation of updated processes and evaluating existing functions designed to cultivate Biblical and Missional community for people at COF
- Track Home Team participation of coordinators, facilitators, and members
- In coordination with the Adult Ministry Pastor, implement a leadership development strategy to identify, recruit, train, develop and coach Home Team coordinators and facilitators
- Develop a culture in which group facilitators are consistently identifying and developing future leaders within their own groups, leading to multiplication
- In coordination with the Missions Team, implement ongoing outreach and community care through Home Teams
- Maintain high visibility during weekend services with a friendly, outgoing, and personal presence
- Develop and empower leaders (volunteers) as the ultimate means of growing people and accomplishing ministry
- In coordination with the Adult Ministry Pastor, write weekly Home Team Facilitator guides and study questions
- Provide leadership and support of Men's and Women's groups and their on-campus gatherings and events
- Support current and future "felt-need" groups and/or seminars (i.e. pre-marriage, marriage, parenting, finances)

- Solicit feedback and maintain regular communication with small group leaders to ensure each leader feels well supported and appreciated as a vital member of the ministry
- Contribute to the development and implementation of digital and in-person training and discipleship tools.
- Assist with pastoral care including hospital visits, one-on-one counseling, and follow-up
- Continually grow in knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and gleaning from other organizations
- Ensure the timely follow-up of all contacts including conversations, PCO, phone calls, emails, and social media contacts
- Anything else as assigned

Qualifications:

- Uphold a close and growing relationship with Jesus Christ
- A baptized believer of Jesus Christ
- High commitment to, and practices, regular prayer and time in the Word
- Driven to constantly improve job functions – not satisfied with status quo
- Flexibility, focus, and a strong work ethic are essential
- Ability to follow through and juggle multiple tasks and projects
- Ability to take initiative within scope of job duties
- Excellent verbal and written communication skills, including proficiency in grammar and spelling
- Excellent interpersonal skills, ability to handle sensitive situations with confidentiality, poise, and tact
- Ability to be respectful and discerning of confidentiality and privacy
- Ability to work well with others in a team environment
- Ability to work well under pressure and against deadlines
- Self-motivated
- Demonstrated ability in working closely with and leading all ages
- Demonstrated ability in working closely with and leading volunteers

Work Schedule: 40 hours per week, including special events as scheduled on the church calendar.

Benefits: As defined in the COF handbook

Application Instructions: Email Application to hr@cof.church