

Small Groups Coordinator

Role Type: Part-Time | 20-24.5 hrs/wk

Department: Small Groups

Reports To: Associate Pastor, SH

Overview

The Small Groups Coordinator is responsible for assisting administratively with the Small Group Ministry at The Bible Chapel. They will assist the Associate Pastor in coordinating all facets of the Small Group Ministry.

Responsibilities

- Champion and embody The Bible Chapel's mission of developing followers of Jesus Christ through the Small Groups ministry
- Work closely with the Associate Pastor to champion a vision for excellence in all aspects of the Small Group Ministry
- Consults and collaborates with other Ministry Coordinators to create a strong understanding across all ministry areas
- Owns the coordination and administration of the yearly SGLO(s), Small Groups Team Trainings, and Small Group Kickoff, in coordination with appropriate staff members
- Provide administrative support for Small Groups Events (i.e. SGLO, team trainings, Small Group Kickoff) by:
 - Attending meetings as needed
 - Submitting FMX requests/scheduling
 - Creating and submitting print requests for materials
 - Assisting with event registration
 - Assisting with day of event support
 - Assisting with setup/cleanup
- Provide administrative support for the Small Groups Ministry by:
 - Overseeing PCO tasks and forms
 - Manage Mixed Small Group workflows and own all assigned tasks
 - Sends weekly Sermon Discussion Q's to all Community Groups
 - Oversees all Small Group communication aspects
 - Manage the website content in conjunction with the Communication Team
 - Create and manage the Communication Plan forms
 - Send communications (i.e. FlockNote) to Small Groups Leaders, Shepherds, and Participants
 - Ensuring printed materials are completed and placed on time
 - Managing, ordering, and organizing Small Groups supplies
- Regular attendance at TBC church services, meetings, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts

Administration, Leadership, Discernment, Hospitality

Skills

The ideal candidate would be a mature believer in Jesus Christ and in agreement of the belief and teaching of The Bible Chapel. Must be proficient in Microsoft Office and willing to be trained in Planning Center. They must be a team player with excellent written and verbal communication skills with problem solving capabilities. They must also have great attention to detail, time-management skills, and process-oriented.

*This Job Description is subject to change at management's discretion.

