

Pastor/Director of Small Groups (SG)

Vision: The Pastor/Director of Small Groups (SG) will continue to drive and expand the existing SG ministry to help our church become “a church OF Small Groups”. They will act as the overall Leader of SG and the SG Shepherding structure.

Responsibilities:

- Recruit for & oversee SH Campus SG Shepherding Structure (~200+ Leaders/Shepherds):
 - Lead the Shepherds in casting vision and providing support for our ~150+ SGs
 - Develop and oversee all recruitment processes for healthy growth
 - Liaise with the Elders and Lead Shepherds to further develop the structure, and ensure expectations are being carried out
 - Serve as SG Consultant to Campus Pastors as they shepherd their SGs
- Equip, communicate with & retain Leaders/Shepherds:
 - Lead and improve upon all existing training materials and events
 - Oversee all SG Leader communication channels and maintain Small Group Leaders Portal
 - Build and follow through with Leader & Shepherd content plan
 - Create and execute plan to retain Leaders & Shepherds via response, recognition, and reward efforts
 - Execute annual Small Group Leader Orientation & other ongoing appreciation/training events
- Partner with other Staff Teams to cast and promote SG vision & help congregants get connected:
 - Partner with Creative Arts team to capture & celebrate life change in SGs
 - Partner with the Director of Connections on executing SG Campaign/s, as well as ensure all SG connections processes run effectively
 - Partner with Ministry Support staff and Volunteer Team to ensure effective processes for all Leader/Member-related PCO processes, including onboarding/offboarding processes of leaders, and all SG-related workflows & monthly reporting systems
 - Foster an environment of collaboration of Adult Ministry Staff for coordination of monthly gatherings and commitment to SG at the core
- Curriculum:
 - Edit and send weekly Sermon Discussion Q's to all Community Groups
 - Work with existing Curriculum Resource point person to identify, develop and/or select materials for SGs, as well as consider other improvements, i.e. “lending library,” etc
- Other:
 - Function as a member of the church's pastoral staff performing baptism services, weddings, funerals, etc. as part of a rotation schedule
 - Development and management of Small Groups annual budget
 - Other Responsibilities: As assigned by your supervisor

Spiritual Gifts: Leadership, Shepherding, Administration, Hospitality

Experience: Mature believer in agreement with belief and teaching of The Bible Chapel. Preferred minimum of 5+ years of Small Group, Discipleship, or other equivalent Ministry/life experience

Education: Bachelor's Degree required; Master's Degree preferred (in biblical studies or equivalent)

Time/Allocation: Full time, salaried position w/benefits

Accountability: The Pastor/Director of Small Groups & Discipleship reports to the Executive Pastor, South Hills.

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