

## PEACE LUTHERAN CHURCH (HURST, TX)

**JOB TITLE:** Small Groups Coordinator  
**DEPARTMENT:** Children and Youth Ministry  
**SUPERVISOR:** Early Childhood Ministry Director  
**HOURS:** Part-time (10-15 hours per week)

### **POSITION OVERVIEW:**

The Small Groups Coordinator is a part-time ministry position focused on the effective growth, administration, and strategic marketing of small groups at Peace. The coordinator will create opportunities for people to be a part of small groups in the church. This will include identifying and training small group leaders and providing small group resources. The coordinator will interface with congregation members, Red Apple and My Time PDO parents, teachers and any other people of contact. The coordinator will organize and promote the launching of new small groups by knowing the Activate material and be able to lead in the training of new leaders and current small group leaders.

Through this position the small groups coordinator will create and nurture an environment in which the ministry of small groups at Peace can grow and flourish. This position requires the ability to both communicate and work with the staff, church members, non-church members, and volunteers. The role of the small group coordinator is integral to the proper ministry functioning of Peace. With it, we are able to minister to many different families both in and outside of Peace.

### **TO INTENTIONALLY FOCUS ON...**

- Making Disciples
- Growth through Small Group Ministry
- Missional Outreach Ministry through Small Groups
- Training New Leaders
- Assimilating Longtime and New Members
- Bringing in New Families with Children

### **RELATIONSHIP:**

- Reports to Early Childhood Ministry Director.
- Works directly with the Early Childhood Ministry Director and other volunteers and paid staff within Peace.
- Works with the Early Childhood Ministry Director and Red Apple Preschool Director to execute well scheduled and marketed small group programming.

## **ESSENTIAL JOB FUNCTIONS:**

- Identify, recruit and train small group leaders.
- Leadership, growth, and innovation of Peace's semester-based small group ministry.
- Requires the ability to lead teams effectively and to raise up new leaders. Also, organizational and administrative skills are a must.
- Must be extremely hard-working and have had leadership experience.
- Encourage, equip and guide small group leaders through regular communication.
- Provide support and assistance to small group leaders, as needed.
- Support small group leaders to identify new leaders.
- Support small group leaders in identifying community service projects.
- Interfacing with Peace, Red Apple, and My Time PDO families and connecting them to each other and to the small group leaders of Peace Lutheran Church.
- Other desired characteristics include strong interpersonal skills; growing leader; team builder; sense of humor; risk-taker.

## **REQUIREMENTS:**

- Follows Matthew 18 and Ephesians 4:15.
- Successful completion of both a background check and reference check.
- Regular attendee of Peace.
- Exceptional organizational and administrative skills.
- Computing Skills: including those related to Word, Microsoft Outlook, Publisher (others as needed).
- Demonstrate strong leadership skills including effective communication with individuals and groups.
- Has enthusiasm for working with a wide variety of people.
- Values the concept of team ministry.
- The ability to manage a large and growing small group system
- A passion for the Bible and innovation
- An ability to teach, lead classes and lead meetings (volunteers/staff)
- A team player
- A positive attitude
- A passion for discipleship and not letting anyone fall through the cracks
- A passion and drive for evangelism and reaching the unchurched
- A high commitment to the local church

## **COMPENSATION:**

- Salary is Negotiable (Benefits: N/A)

**TO APPLY FOR THIS POSITION, PLEASE SEND YOUR RESUME TO:**

**[BARB@PEACECHURCH.ORG](mailto:BARB@PEACECHURCH.ORG)**