

## Job Description: Groups Minister

Status: Full Time (PT available if desired)

Team: Pastoral, reports to Executive Pastor

### Job Description

The Minister of Groups, has a passion to build relationships and strategies to ensure the aspects of engaging, connecting, and mobilizing our congregation (local and online community) are completed at the highest levels. This role is best suited for a good verbal communicator, team builder, and well-organized individual who enjoy taking the initiative to interact with people helping them take their next step and sees task through to completion. At peak effectiveness, group leaders are developed, resourced, and communicated with; quick and easy onboarding for those interested in Groups; curriculum and content is broad yet strategic to our discipleship pathway; a growing number of our congregation is connected to smaller groups; and church leadership is informed.

### Qualifications & Abilities

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church.
- Described as a high-capacity spiritual leader: self-starter, highly organized, goal-setter, decision maker, infectious joy, team-player, great planner.
- A track record of recruiting and developing leaders who develop leaders.
- Strong teaching and communication skills (verbal, writing, interpersonal).
- Creative dreaming and innovation mindset coupled with good project-management: planning, budgeting, presentation, communication, follow-through
- 5+ Years of ministry experience, preferable in Group/Adult Ministry at a church with 500-1000 attenders.
- Track record of developing a leadership bench and equipping team members.

### Primary Responsibilities & Tasks

#### Groups Oversight 50%

In overseeing groups, they will provide the direction, development, support, and execution of our Grow Rhythm through LifeGroup, Sunday and Weekday Classes. Building relationships, creating connections, pastoring people all add value. They ensure leader development and launching of new groups is regularly occurring to support the size/demand of those looking to connect in community. They ensure Group models are innovated and able to provide shepherding and discipleship opportunities. Collaborate, plan, and implement seasonal and annual strategies that help accomplish the vision and mission of our Grow Rhythm. Create materials and methods that ensure church wide understanding of Grow Groups, its purpose and importance, and how to get connected; including but not limited to mid-sized groups, affinity groups, new believers groups, connection groups, discipleship groups, one-on-one discipleship relationships, and Bible classes. Identify, develop, and oversee leaders through regular communication, prayer, encouragement, and personal development. Serve as the definitive end point for complex and difficult group issues. Ensure periodic evaluation of all groups and leaders, hospitality, connection, and decisions about group continuation. Work with the Connection Ministry to provide thorough communication with those who indicate an interest in Groups through an onboarding process and follow-up to ensure placement and growth. Seasonally ensure curriculum plans are in line with Dallas Bible's theology, teaching practices, discipleship strategies. Seasonally ensure groups are available throughout our community via maps and attendance tracking. Coordinate with Care Pastor to use groups as the primary means of visiting and caring for those who are sick and in hospital.

#### Ministry Oversight 40%

Cast a forward thinking vision for groups ministry that engages our community and church body. Execute through proper leadership, administration, content delivery, and planning.

*Leadership:* Don't minister alone—enlist and train ministry volunteers and a Leadership Team to execute the vision. Ensure the entire team stays current on issues, our procedures and resources to respond, and communication channels.

Communicate regularly with those below and above your leadership on ministry programming and issues.

*Administration:* prepare an annual ministry plan, budget, and calendar. Work alongside the Pastoral team for cross-ministry training and support. Develop and maintain proper administration procedures and record activity. Follow-up in timely manner with task and connections.

*Collaboration:* Work as part of our Connection team to ensure guests are assimilated into our church body. Facilitate and teach through our Discover Class on a regular basis.

*Content:* contribute to the wider community through publication, teaching, or resourcing materials relevant to group life, community engagement, and online ministry. Champion the online ministry and platforms for Dallas Bible by hosting regularly and communicating effectively on camera and in person environments. Follow-up with online guests so as to engage them into our Rhythms and pathways. Interact and work in tandem with our Communications and Video & Media Coordinator.

**Spiritual Growth: 10% of time above and beyond personal growth allocated to your relationship with God.**

Grow in your relationship with God. Model a vibrant, relevant, authentic experienced walk with the Lord that appeals to others. Spend time in prayer for the volunteers, the ministry, and DBC as a whole.

**Upcoming Goals & Expectations**

- Connect with Life Group leadership to take inventory on their current needs, activity, and model for ministry.
- Create a Growth Group manual to include vision for groups as effective discipleship, picture of a healthy disciple, core elements of an effective group (God's Word, Prayer, Care), curriculum options, crisis and tough situations, etc.
- Develop content for online platform for above manual and future Life Group Leader Training.
- Expand online content offerings beyond weekly services to provide additional engagement points throughout the week. Develop virtual group leaders and classes.
- Create a Grow Curriculum that incorporates Dallas Bible values, rhythms, and Foundation's pathway.