

## **Community Group Leader Job Description**

Saddlerock EPC

August 2018

### **Value of Community Groups:**

Community is vital to SEPC. Since God created us as relational beings, our growth in Jesus must take place in the context of relationships. We understand community groups to be a microcosm of the church (Hebrews 10:24, 25). Therefore, the Adult Discipleship Ministry Team encourages groups to address the mission of SEPC by:

- Intentionally making disciples,
- Supporting the ongoing spiritual transformation of disciples,
- Loving one another,
- Encouraging participation in ongoing training and support through SEPC, and
- Reaching out to our community through serving and proclaiming the gospel.

### **Purpose:**

A community group leader serves as a facilitator and coordinator for their group, fostering a sense of community among the members and keeping the group focused on the making and spiritual transformation of disciples.

### **Requirements:**

Christian commitment, time, ongoing training, commitment to SEPC

### **Responsibilities:**

#### Administrative Duties

- Facilitate group communication
  - Maintain calendar for group meetings and events, sending out reminders as needed
  - Email urgent prayer requests or needs to group
  - Reach out to prospective new members or delegate that responsibility to another group member
- Stay in regular contact with Community Group Coordinator and Discipleship Pastor
  - Supply names of group members to Community Group Coordinator/Discipleship Pastor to facilitate caregiving
  - Respond to correspondence from Community Group Coordinator and SEPC staff

#### Leading Group Gatherings

- Host or delegate hosting responsibility
- Lead group in developing Shared Expectations
- Serve as guardian of Shared Expectations, reminding group of ground rules and agreed upon focus as needed

- Lead meetings which allow time for worship, Bible study/discussion, personal sharing, and prayer.
- Read or prepare material for each group meeting with an eye toward developing good questions for group spiritual reflection and sharing
- Facilitate discussions, asking open-ended questions and engaging all members
- Pursue opportunities for group service projects, ideally at least once every two months
- Troubleshoot as challenges arise, seeking advice from Community Group Coordinator when needed
- Lead group in healthy conflict resolution when needed

#### Developing Others

- Pray regularly for group members, recognizing that spiritual growth is a long, slow process
- When needed, speak individually with group members to address issues (e.g., a group member who regularly dominates discussion)
- Assist in the development of future group leader(s), allowing at least one other group member to facilitate discussion periodically with a view toward spawning a new group
- Seek to identify gifts/personalities of group members and utilize as appropriate for the good of the group
- Periodically facilitate a time of group self-reflection, asking questions like, “How are we doing in pursuing our goal of growth in Christ?” or “Let’s look at our Shared Expectations. How are we doing in these areas?”

#### Developing Yourself

- Participate in community group leader gatherings for encouragement and enrichment
- Stay connected to Christ through the disciplines of corporate worship, Bible study, and prayer