

DIRECTOR OF GROUPS

JOB DESCRIPTION

Job Title: Director of Groups
Status: Full Time
Supervisor Title: Connections Pastor
Date Prepared/Revised: June 26, 2017

The Director of Groups will oversee the development, planning, and implementation of groups based ministry at Rivers Crossing. The role serves as the primary staff leader for many environments and ensures that all groups centered events are in alignment with and focused on helping the church to accomplish our mission and vision. This includes oversight and leadership for ongoing Community Groups, Short Term Affinity Groups, Men's Ministry, Women's Ministry, and Marriage Ministry groups and environments.

Competencies:

- High level of organization
- Ability to manage multiple projects and processes together
- Independent worker
- Initiator
- Fast paced
- High level computer skills (Microsoft Suite, Google Calendar & Docs - Adobe a plus)
- Excellent communicator – both written and verbal
- Strong interpersonal skills and high emotional IQ
- Ability to delegate and lead teams as necessary

Responsibilities:

- Oversee Community Group Process with assistance of Connections Pastor
 - Manage and execute GroupLink Events (2-3x yearly)
 - Develop and implement system to recruit and train leaders, including ongoing communication
 - Develop and implement a coaching system to structure group leadership
 - Develop and implement a clear process for individuals to join a group
 - Track group involvement with Fellowship One
 - Assist in writing of weekly community group discussion guides
- Oversee Short Term Groups and Men's, Women's, & Marriage Ministries
 - Develop a year-long calendar for short term groups – Financial Peace, ALPHA, etc...
 - Recruit and train Short Term Group leaders
 - Serve as staff point person for resources, leadership, and development of demographic specific ministries and groups
 - Develop an ongoing calendar and execution plan for each ministry area
 - Recruit and lead volunteer teams to execute events and groups

Key Strengths:

- Responsibility, Strategic, Developer, Connectedness, and Achiever

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

To apply email your resume to mjohnson@riverscrossing.com.