

Job Description: Small Group Coach

Summary: To oversee and coordinate five small group leaders and their groups so that they will be able to successfully achieve their group mission.

Length of Service: 1 year

Working Relationship: The five group leaders report to the Small Group Director

Necessary Skills:

- The ability to explain the small group vision
- The ability to work well with others
- The ability to encourage a leader who needs encouraging, confront a leader who needs confrontation and guide a leader who needs guidance
- Timeliness—being able to collect required forms and data in a regular and dependable manner
- Knowing when someone in a group needs referral
- Listening
- Thorough knowledge of group dynamics
- The ability to help groups multiply

Specific Responsibilities:

- Monitor the health of the group through personal interaction with the group leader, monthly reports and periodic visits to the group.
- Encourage and guide the group leaders in their own personal growth, including sharing their faith, discipling, stewardship, Christ-likeness and leadership skills (communication, planning, recruiting, delegating, facilitation, modeling and motivating).
- Help and train the group leaders to find their apprentices and to develop them. Prepare group leaders to birth new groups as apprentices develop.
- Meet with your leaders during any future training opportunity.
- Supervise the choice of content and application of group materials.
- Help group leaders deal with people who are difficult. Help decide when to refer to support groups or other resources.
- Submit a monthly report on the progress of each of the group leaders being supervised to the Small Group Director; keep the Small Group Director abreast of strengths and problems in the group.
- Oversee and follow up on all prospects who are recruited by the group.
- Monitor group participation in ministry projects and outreach efforts.

Job Description: Apprentice Group Leader

Summary: To assist the group leader in leading, facilitating and equipping the members of the group so that together they will fulfill their group mission.

Length of Service: 2–4 covenants

Working Relationship: The apprentice leader works with the group leader.

Necessary Skills:

- Listening
- The ability to be a team player and work well with those with more small group experience and training
- The ability to explain the small group vision of our church
- A willingness to learn
- An understanding of the small group process
- The ability to ask for help if it is ever needed
- The ability to call and encourage group members whenever necessary
- The ability to invite new people into the group

Specific Responsibilities:

- Pray for the members of your group.
- Be committed to living a Christian lifestyle with a daily commitment to prayer and devotion.
- Promote the concept of T.L.C. groups.
- Be prepared to help with the meeting in any of the following ways:
 - Help set up the room for the meeting.
 - Lead any part of the meeting the leader asks you to lead.
 - Help facilitate open discussion and honest sharing.
- Be prepared to lead your own group when you are ready.
- Meet periodically with the group leader to discuss the group.
- Attend any available training opportunity.
- Equip yourself to fulfill any of the responsibilities expected of the group leader.

Job Description: Host or Hostess

Summary: Provide a meeting place conducive for a successful small group meeting.

Length of Service: 1 or more covenants

Working Relationship: The host or hostess works with the small group leader.

Necessary Skills:

- The ability to greet people with a smile
- An understanding of the environment necessary for a successful, distraction-free small group meeting
- The ability to keep noises, pets and assorted family members from interrupting the meeting.
- The ability to delegate
- The ability to prepare a place for refreshments

Specific Responsibilities:

- Have a genuine interest in each guest and greet each person with a warm and ready smile.
- Provide a comfortable home with enough seats for everyone.
- Set up a simple refreshment table before the meeting, or have a place ready to put the refreshments that other group members might bring, including utensils, cups and napkins.
- Set the atmosphere of love and acceptance for everyone—regular attenders and guests—calling them by first names and introducing them to others.
- Have extra Bible and pencils ready for those who arrive without them.
- Wait until guests have left before cleaning up and rearranging furniture.
- Make sure people park in appropriate spaces.
- Communicate to the leader any special rules you have for your house (no smoking, etc.).
- Be sure and tell the leader or the group in advance if you are unable to host the group for any reason.
- Have the child care space ready if you have agreed to have a place for child care in your home.