

SMALL GROUP PASTOR & MINISTRY SUPPORT SPECIALIST

Classification: Full Time - Non-Exempt

Reports To: Reports To: Pastor of Ministry and Operational Development

Date: March 2, 2021

JOB DESCRIPTION

The Small Group Pastor will report to the Pastor of Operational and Ministry Development and serve alongside a team of staff and volunteers in the execution of the spiritual growth, care and support of the members and guests of Summit Christian Center. The critical role is responsible for the congregation connecting with God and others while building community through a strong and healthy small group ministry. This includes casting vision, developing and executing a growth strategy, identifying, recruiting and coaching small group leaders, and developing curriculum for the small groups at Summit Christian Center.

RESPONSIBILITIES AND DUTIES

Pastoral Care/Clergy:

- Provides pastoral care and training for small group leaders and serves as a Campus Pastor
- Provides support and coordinates care when needs arise with the small group leader team
- Solves escalated issues within small groups, seeking counsel from oversight when necessary
- Speaks during classes, services, and online events as requested

Leadership:

- Provides leadership/organization in order to support/empower leaders to execute small groups/classes
- Develops and maintains annual departmental budget and prepares proposals for review
- Teaches at monthly membership class on the importance of joining small groups
- Attends leadership and staff meetings and shares openly new ideas for vision and mission
- Establishes a culture of accountability amongst leaders in managing their attendance and updating participants by providing technical training and casting vision for how data integrity and pastoral care are one and the same

Programming:

- Develops regular programming with age-appropriate opportunities to learn and interact with God, you're committing to empower the families you encounter with the word of God and practical application in their lives
- Identify, purchase or develop small group curriculum and training aids for Small Groups
- Develop and maintain an annual plan that ensures continuous improvement and growth of small group involvement
- Coordinate promotional materials, online content and church advertising with areas of support utilizing church software and keep the curriculum library current
- Utilize church database software to create and maintain small groups and rosters that conjoin to church website
- Participates in the development of new discipleship/leadership tracks
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Ministry/Administrative Support:

- Provides administrative support to the Pastor of Operational and Ministry Development
- Creates and distributes notes after Pastor Leader and Executive meetings
- Enters accounting requests and executes ordering for Care and Connection areas including Campus Pastors, Summit Life, Welcome Team, CARE, Bible Study and College/Career
- Utilizes church database software to request space and services for meetings, groups, and classes
- Provides front office coverage for 3 breaks on a designated day each week

COMPETENCIES

- Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings
- Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Quality—demonstrates accuracy/thoroughness and monitors own work to ensure quality
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
- Dependability—consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Culture—understands the culture of Summit Christian Center and has a passion for the spiritual development and pastoral care of the congregation

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a full-time clergy position. Workdays are Sunday thru Thursday. Days and hours of work are generally Monday thru Thursday 8:30am – 5:00pm & Sunday 8:00am - 1:00pm. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY: This position does not supervise staff but is responsible for supervising volunteers.

WORK ENVIRONMENT: This job operates in a professional office environment.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to receive detailed information through oral communication, and to make the discriminations in sound by talking and hearing.
- Repeat movements and motions of the wrists, fingers while extending hands and arms to complete assigned tasks
- This position requires standing, walking, bending, kneeling, and stooping as well as ascending and descending staircases.

- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen/Reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations.
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position

TRAVEL: May include travel to educational conferences to obtain further expertise

REQUIRED EDUCATION AND EXPERIENCE

- Member of Summit Christian Center
- High school diploma or GED diploma
- One year minimum experience in a leadership role
- Must have the aptitude to learn a windows based computer environment

PREFERRED EDUCATION AND EXPERIENCE

- Experience working for or with non-profit or religious organization
- Experience providing pastoral care and council to volunteer leaders

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must be eligible to work in the US
- Must sign a lifestyle and culture agreement

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____