

Groups & Teams Pastor/Director Job Description

Category: Campus Staff

Purpose of the job: The Campus Groups & Teams Pastor/Director's primary responsibility is to provide leadership to the assimilation, guest services teams and small group ministries at the campus. This role will champion the value of engagement by implementing new visitor strategies, leading the process to engage attenders in volunteer teams and overseeing the small groups ministry at the campus. This position is an exempt full-time salary position and reports to the Campus Pastor.

Essential Responsibilities:

Gives Ministry Away

Develops and implements an assimilation strategy utilizing NEXT Connectors as a main component

Develops and implements the new believer follow-up plan through Foundation Groups

Oversees First time guest experience

Oversees the NEXT experience

Oversees baptism classes and services

Oversees strategy for welcoming guests & assures that guest follow-up plan is implemented

Develops lay leaders and teams for adult ministries to include Men, Women, Young Adults/ Singles, Foundation Groups, Growth Groups, NEXT Connectors, Discipleship Walk, Personal Finance, and Recovery Ministries

Acts as a resource to other Northview ministries with spiritual growth ideas and tools

Develops and implements coaching strategy for leader care

Focuses on increasing the percentage of people participating in campus groups and teams

Manages direction and provides accountability for all adult campus groups and teams

Recruits new leaders and hosts as needed

Provides encouragement and point leadership in starting new groups and teams at the campus

Coordinates at least one annual training event for campus groups and guest service teams

Coordinates training for all campus groups

Develops a structure to provide a discipleship vision and encouragement to leaders to think in terms of growing the people in their group spiritually

Mentors and develops Group Leaders and Coaches

Consistently communicates, assesses, and assures the implementation of Northview's values (community, spiritual maturity, outreach) with Group Leaders

Officiates weddings and funerals as needed

Provides pastoral care, counseling, and guidance as needed

Networks with other churches for ideas and community

Assists in baptisms or service hosting at the campus as needed

Manages and maintains the Assimilation, Teams & Small Groups budget of the campus

Attends scheduled staff meetings

Checks and responds to emails, voicemails, and calls within 24 hours

Performs related duties as assigned by supervisor

Supervisory Responsibilities: This position does not directly supervise staff; however, it does work with volunteers and must have an understanding that volunteers are key to the ministry of the church. The employee must have a heart to recruit, train, equip and support volunteers in fulfilling their roles.

This job description was an attempt to list all normal job activities. There may be additional duties and responsibilities required by the employee not listed on this description.

Minimum Qualifications: Bachelor's degree, plus 3-5 years of related experience; or equivalent combination of education and experience. Related experience includes leading volunteers in a large church specifically in adult ministry including assimilation, small groups, and volunteer team development. Must have proven experience in the ability to lead and shepherd groups and teams. New candidates with the above education and experience should be able to perform the job details satisfactorily within 6 months of being with the church.

This position requires a strong commitment towards the cultural values and a clear understanding of one's identity in Christ. Must have an ability to read, analyze, and interpret the Bible and other biblical references, ability to present the Gospel clearly and concisely, strong apologetic skills with thorough knowledge of Scripture, strong biblical knowledge in how to respond to a variety of counseling situations, ability to respond to common inquiries or complaints from church members and ability to effectively present information to church leadership.

Confidentiality: This position requires the following information to be kept confidential: Any church attendee/member information, volunteer background information and pastoral care information.