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<b>Position Title:</b>	Community Groups Coordinator
<b>Hours/week:</b>	40 (full-time)
<b>Reports To:</b>	Campus Pastor/Community Groups & Spiritual Growth Senior Director
<b>Classification:</b>	salaried/exempt
<b>Pay Range:</b>	\$43,680-\$47,840 annually (hourly equivalent: \$21.00-\$23.00)
<b>Benefits:</b>	Individual medical/vision/dental and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

### PRIMARY RESPONSIBILITIES:

1. **Community Groups** (approximately 24 hours of your week)
  - a. Works with Director to create, develop and promote strategies to increase and strengthen Community Groups (CGs) and participants at home campus
  - b. Recruits, trains, encourages, and shepherds CG Leaders at home campus
  - c. Visits campus CGs to see what is working well and how to best support the leaders and participants
  - d. Helps people connect to a CG that is a good fit for them
  - e. Follows up on questions about CGs from weekend services/Connect Central
  - f. Contributes to writing CG guides and Deeper Study section with other Grow staff
2. **Weekend Staff** (approximately 10 hours of your week with weekends and prep for weekends)
  - a. Being present 4 out of every 5 weekends for Saturday and Sunday services
  - b. Connecting with CG leaders
  - c. Meeting new people and helping them connect to the right CGs
  - d. Because you will work weekends, you can take Friday or Monday off as your Sabbath
  - e. Other duties as requested
3. **Woodmen U/Discipleship Institute** (approximately 6 hours of your week)
  - a. Assesses Woodmen U classes needed at home and other campuses
  - b. Recruits Ministry Partners (MPs) to lead Woodmen U classes at home campus
  - c. Commissions Woodmen U teachers
  - d. Assists in training, encouraging and shepherding MP Leaders
  - e. Helps implement follow-up strategy for course participants and their best next step for growing in and deepening their faith
  - f. Coordinates with other ministries to implement deeper discipleship opportunities
  - g. Instructs and participates in classes as needed
  - h. Helps scale the Discipleship Institute to home campus
4. Other duties as requested

### SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Minimum of Bachelor's degree
4. Gifting in the areas of leadership, teaching, communication, shepherding and administration
5. Ability to speak clearly and confidently, both to large groups and one-on-one
6. A strategic thinker with the ability to mobilize, manage, motivate, and lead MPs
7. Ability to attend weekend services; ability to attend evening activities, as needed
8. Reliable transportation to travel between campuses, as needed
9. Ability to lift 40 lbs.