



SMALL GROUP LEADER ROLE DESCRIPTION

Expectations

- Profess salvation by faith alone in Christ alone, model a life as a growing follower of Jesus Christ and recognize the Bible as the true word of God and authority in my life.
- Be a member of Grace Community Church.
- Sign a Grace Ministry Leadership Covenant.
- Engage in community through:
 - Grace worship services
 - Leadership team meetings, trainings and workshops
 - Grace events
 - Small group meetings
- Commit to praying for and shepherding your group members, completing your study homework, and preparing for your group time.

Qualifications

- Spiritual: Evidence that God is working in their life as shown by time in God's word, prayer, and spiritual discussions; demonstrates an eagerness to learn.
- Emotional: Emotionally stable and able to be honest and vulnerable with the group; teachable spirit, able to handle criticism with grace and humility.
- Social: Able to facilitate group discussion without dominating and listening to others in a caring way; not prone to gossip.

Accountabilities

- This volunteer position is accountable to the Groups and Activities Pastor and/or Women's Ministry Director, and the Coordinator of Coach and Leader Development.
- This volunteer position will also work closely and communicate with the Groups and Activities Administrator.

Responsibilities

- Choose a study for your group.
- Choose all the details (i.e. day, time, start date, etc.) as well as the type (i.e. Men's, Women's, Family, Couples, etc. and In-Person or Online) of group, and communicate all of this information to the Groups & Activities Administrator using the proper channels within the requested time frame.
- Contact all inquiries who show interest in your group, preferably within 48 hours.
- Provide all details and necessary information to group participants.
- Encourage and lead your group members as you grow closer together and closer to Jesus.
- Review the Small Group Agreement at least once per year or when a new member joins. Please keep the signed copy for your reference.
- Help create and build authentic relationships through encouraging, supporting, caring, determining serving opportunities, and providing a safe environment for group members to share.
- Commit to praying for your group's members, purpose, and growth.
- Stay informed on ministry opportunities and events and communicate them to your group members.
- Identifying Potential New Leaders: Approach the Groups & Activities Administrator about any recommendations PRIOR to asking the individual(s).



- Maintain your group roster on Group Life and/or communicate any changes to the Groups and Activities Administrator.
- Proactively pursue a relationship with your coach and communicate with s/he as needed for questions, issues within your group, prayer requests, etc. Reply promptly when your coach reaches out to you.
- If your group meets at the church a Facility Usage Agreement must be signed.