



HOURLY/PART TIME (25-30 HOURS) POSITION DESCRIPTION (Groups Administrator)

CHURCH: Grace Community Church

EMPLOYEE:

DEPARTMENT: Connections/Care/Counseling

TITLE: Groups Administrator

DATE: March 2026

Major Responsibilities:

- Administrative backbone for all Groups (excluding Student Ministry)
- Provides overall administrative leadership and operational support for Groups Ministry

Predominant Tasks:

Administrative Oversight:

- Manage promotional and marketing requests (as needed, with reasonable lead time)
- Oversee facilities/room scheduling for all groups (excluding student groups)
- Partner with Facilities Manager to coordinate Security for weeknight groups (including cancellations)
- Set up new groups in Ministry Platform (MP)
- Process new Group Leader memberships and covenants in MP
- Manage Groups purchasing
- Coordinate room setups for Groups gatherings

Ministry Platform and Online Systems

- Maintain and oversee the Online Group Finder (updates, uploads, accuracy)
- Equip Community Leaders and Group Leaders in using Group Connect (MP)

Communication and Team Alignment

- Schedule consistent, proactive meetings with Groups Pastor/Director and key leaders
- Create/Manage Group Leader communication (general updates, quarterly newsletter, etc.)
- Partner with Groups Ministry and Community Leaders for leader development
- Support cross-ministry collaboration meetings

Events and Training Support

- Provide administrative support for Groups events and trainings
- Assist onsite for special events as needed (with flexible scheduling to offset hours)
- Coordinate research, planning, registration, lodging, food/beverage, AV, activities, MP logistics, and vendor communication for events/retreats
- Assist with training and development initiatives

Creative and Resource Support

- Create graphics, brochures, and documents (Canva)

Organization and Relationships

The Groups Administrator will report to the Pastor responsible for this department and is a member of the Connections/Care and Counseling Ministry team, consisting of Connections Director, Women's Director, Grace Counseling Intake and Development Specialist, Grace Counseling Billing/Credentialing/Operations Specialist, Care Coordinator, Care and Counseling Assistant, Senior Adults Director, GCS Clinical Director, GCS Therapists, and Pastor. This position will team with the Grace staff at large, being part of something bigger than an individual department.

Nature of Position

This position provides enthusiastic presence, administrative ownership, and proactive support.

Background

A Bachelor's degree is preferred. Prior ministry experience (church and/or corporate/professional) may be required to meet requirements for this specific role.

This position is hourly/part time at 25-30 hours per week. This role requires:

- ****A personal and growing relationship with Jesus
- A commitment to membership with GCC
- ****Excitement and embrace of God-given Grace Church mission, values, and culture
- ****A positive, whatever-it-takes attitude
- Experience working on a church staff and/or extensive serving in leadership role
- Experience leading a small group or doing life together in a small group, building and growing in Authentic/Transparent Community (a Grace Core Belief)
- Exceptional administrative/organizational/time management/computer skills and ability to create, implement, evaluate, and adjust
- Integrity, humility, teachable spirit, ability to lead and equip others, with clear understanding and embrace of the WHY, and passion to connect all people regardless of group type and/or even if an official Grace group, or not
- Commitment to confidentiality; zero tolerance for breaches
- Ability to be onsite staff contact and at times might have to lock/alarm building
- ****Self-motivation and for us to have to hold the person's belt strap rather than micro-managing to be creative/solution-oriented; not having to always provide the person with ideas of how to move forward
- Ability to creatively work within a budget
- ****Exceptional interpersonal skills (partnering with staff, serving teams, and guests)
- Very strong attention to detail, with ability for organizing/coordinating/implementing and working with a multi-person team
- Proficiency in Google Workspace (Docs, Sheets, Forms); Microsoft Office: Excel, Word
- 50% in-office hours unless pre-requested/pre-approved offsite hours due to specific offsite job function and/or unforeseen family situation (this is separate from PTO allotment)
- Proactively schedule a weekly check in with entire Groups team

- All Staff Meeting (1st and 3rd Tuesday of Month)
- Connections/Care and Counseling Services team Meetings (All-team 1st/Sub-team 3rd)
- Weekend presence or responsibilities as part of worship services are not required, other than if a focus weekend during services for this area of ministry, or a special event.
- All other pertinent employee details are described fully in the latest Employee Policy and Procedures Handbook