



SMALL GROUP LEADER ROLE DESCRIPTION

Expectations

- Profess salvation by faith alone in Christ alone and model a life as a growing follower of Jesus Christ.
- Model a Christ-centered life by regularly engaging in God's Word and cultivating a deepening relationship with Jesus, setting the example you desire to see in your group.
- Recognize the Bible as the true Word of God and the authority for faith and life.
- Be a member of Grace Community Church.
- Sign a Grace Ministry Leadership Covenant.
- Engage in community through:
 - Grace worship services
 - Ministry leadership meetings, trainings, and workshops
 - Ministry events
 - Your small group (leading consistently and faithfully)
- Commit to building relationships by praying for and shepherding the individuals God has entrusted to your care.
- Commit to serving in this role with the time, presence, and preparation needed to lead well and love people intentionally.
- Recognize and embrace that you are not expected to be all things to all people. When a group member or couple needs care beyond the scope of your training or what the group can provide, please reach out for support. Contact the Pastor overseeing Groups and Activities and/or the Women's Ministry Director to help coordinate appropriate and focused care.

Accountabilities

- This serving position is accountable to the Pastor responsible for Groups and Activities and/or Women's Ministry Director.
- This serving position will also work closely and communicate with the Groups and Activities Administrator.
- Leaders are supported by and encouraged to maintain an ongoing relationship with their assigned Community Team Lead, who serves as a spiritual encourager and ministry connector.



Responsibilities

As a Small Group Leader, your primary role is to create a safe, welcoming, Christ-centered environment where group members can grow in their faith, build authentic relationships, and experience spiritual transformation together. Key responsibilities include:

Leading by Living It Out

- Lead by example in spiritual growth, prayer, and devotion to God's Word.
- Prepare faithfully for each group meeting by completing the study and prayerfully planning discussion.

Creating a Culture of Care & Connection

- Shepherd group members through prayer, encouragement, and presence.
- Foster a safe space for group members to share honestly and grow together.
- Build authentic relationships marked by trust, respect, and confidentiality.

Keeping the Vision in Front

- Be someone who helps your group members see the bigger picture—how your group is part of something God is doing through our whole ministry. Help them feel part of something bigger than just your own group.
- Talk about the "why" behind what we do, and help keep hearts anchored in the mission and vision God has given Grace.

Group Leadership & Communication

- Review the Small Group Agreement at least once per year or when a new member joins.
- Share relevant ministry opportunities, events, and announcements with your group.

Administrative & Ministry Partnership

- Choose a study and determine group details (day, time, start date, group type, and format).
- Communicate all group details to the Groups & Activities Administrator using the proper channels within the requested timeframe.
- Contact all group inquiries within 48 hours and provide clear, welcoming communication.
- Maintain your group roster in **Group Connect** and/or communicate updates to the Groups & Activities Administrator.



- If your group meets at the church, ensure a **Facility Usage Agreement** is completed.
- **Stay connected with your Community Team Lead**—respond promptly, share prayer needs, celebrate wins, and seek guidance as needed.

Developing Potential Future Leaders

- Be attentive to individuals God may be raising up as future leaders.
- Share recommendations with the Pastor responsible for Groups and Activities and/or Women's Ministry Director **PRIOR to approaching individuals**, helping strengthen and grow the ministry with wisdom and care.

Recommendations

- Attend leadership trainings, workshops, or ministry development opportunities as available.
- Consider attending at least one ministry or leadership conference (in-person or online) to continue growing personally and spiritually.