SPRING LAKE CHURCH

LOVING GOD
MATURING IN HIS CHARACTER
REACHING THE WORLD

Job Description

Position:	Life Groups Coordinator
Reports to:	Bellevue Campus Pastor / Adult Ministry Pastor
Type of Position:	Part-Time; Non-Exempt; 25 hours/week

Overview:

The Life Groups Coordinator will advance the mission and vision of Spring Lake Church through leading a fruitful and thriving Life Groups Ministry.

Responsibilities:

Life Groups Leadership

- Work with Adult Ministry Pastor to execute the Life Groups Ministry vision and strategy.
- Communicate regularly with Adult Ministry Pastor to assess health of ministry and address areas of improvement.

Life Group Members

- Create strategy to increase the number of Spring Lakers into Groups Ministry, specifically but not limited to.
    - Fall Life Group Launch
    - Creating an option for Spring Lakers who do not land in a group during Fall Launch.
    - Create and implement plan to launch Life Groups and onboard new members throughout the ministry year.
    - Identify barriers for people to join Life Groups and work to reduce those barriers while maintaining Group Ministry quality.
    - Help in the systems of implementing new members into groups

Life Group Leaders

- Regularly pray and care for Life Group leaders.
- Recruit Life Group leaders so all members looking for a group have an opportunity to join a group.
- Communicate with and resource Life Group Leaders and Coaches
- Visit each Life Group leader at least once per year (ideally twice per year) in addition to co-horts for relational connection and to assure group health.
- Work with Adult Ministry Pastor to plan regular training and gatherings for Life Group Leaders.
- Work with Life Group leaders to address any issues, questions, or concerns that occur in their groups.
- Assure healthy communication between Spring Lake leadership and Life Group leaders.

Life Group Curriculum

- Develop weekend service study guide framework and assure guides are meeting or exceeding standards.
- Work with Adult Ministry Pastor to approve curriculum beyond weekend service study guides.

Requirements:

- Vibrant and healthy spiritual life
- Shared conviction and passion for how Life Groups operate at Spring Lake & to see them thrive
- Relational and proactive leader who enjoys face-to-face ministry.
- Ability to learn and easily navigate different church programs (Planning Center, Church Center, Canva, Excel, etc)
- Communicate clearly through written and spoken communication (an eye for details and design is a plus)
- Discipline and ability to multi-task and see tasks completed
- Member or willing to become a member of Spring Lake Church
- Experience as a Life Group leader
- Solid team player who can play the role of leader and peer in team dynamics