

CG Roles - 2026

Community Group Co-Leader

- Facilitate a meaningful, effective and timely group gathering (fellowship, discussion, prayer)
- Engage with the men or women members on a personal, heart level
- Get to know how to meaningfully pray for each member and pray for him/her by name
- Connect member's care needs with staff or a Care Advisor once you have received permission
- Work with staff to welcome and integrate new group members (twice a year)
- Work with your counterpart co-leader and group administrator, as needed
- Identify future leaders and team members and recommend them to the staff for future consideration
- Attend trainings put on by Discipleship/Care staff

Community Group Administrator

- Identify and coordinate the meeting location for each gathering and communicate with host
- Track attendance during each group meeting using Planning Center
- Maintain and communicate your group calendar and send timely, helpful emails ahead of gatherings
- Coordinate meals, snacks, and childcare
- Turn in expense reports to Westside Administrator for childcare, if needed
- Assist co-leaders in recruiting other participants to take ownership in the shared life of the group
- Communicate with the Discipleship Coordinator about attendance, new members, and other needs

Community Group Host

- A group may have more than one host home in which they meet. If more than one, communication is key!
- The Host Home(s) might be the co-leader's home, the admin's home, or some other home of a group member.
- Communicate with the administrator about details regarding the community group gatherings.