**GROUPS PASTOR JOB DESCRIPTION**

**Position Summary** – The general purpose of the Groups Pastor role is to provide connection and pastoral leadership through group environments to the adults of Timberlake Church Redmond. This role will ensure the Group Ministry of Timberlake Church is organized and proactively engaging the church, developing new leaders, and increasing connections. The Groups Pastor is responsible to the Redmond Campus Pastor (original campus of Timberlake with 2,000 adults and kids).

**Requirements:**

* This person must love God and have a personal relationship with Jesus Christ
* Proven experience in leadership
* Have a heart to see people come to know Christ
* This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church
* Hard worker who is results driven
* Ability to discern needs and respond appropriately, sensitively and proactively
* High degree of professionalism

**Church DNA**

Timberlake Church is a grace based Free Methodist church, with a non-denominational “feel.” We are committed to both halves of the great commission reaching the lost and disciplining the saints. Here is how some of that is lived out:

* We always seek to grow through conversion, that is job one!
* Preaching on the weekend is preaching for life change.
* We believe authentic worship is a transformational experience
* We think church should be exciting
* Positive people are the ones who are allowed to lead
* We are warm to the gifts of the Holy Spirit
* Growth groups are our primary plan for Spiritual Growth and Community
* This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church
* Our primary mission is for kingdom expansion is through church planting and campus expansion
* We operate with lean staff
* We seek to raise an army of volunteers for God’s Kingdom purposes
* We believe that God still works in lives powerfully today as we
  + Say “Yes” to Jesus
  + Take our Next Right Step
  + Expect Life Change

Small Groups exist to make disciples who make disciples in relational environments.

* Champion, plan and implement strategies that help accomplish the vision and mission of Small Groups.
* To identify, develop, raise up, and release leaders within our discipleship process.
* Responsible for the administration of connection of people into small groups.
* Collaborate and communicate with pastoral and support staff to ensure Small Group Ministry is “in sync” with vision of the Church.
* Oversee Small Group Coaches through regular communication, prayer, encouragement and personal development.
* Be “the buck stops here” point for complex and difficult small group issues.
* Develop training and materials for Small Group Coaches and Leaders.
* Ensure periodic evaluation of all groups and leaders in consultation with Small Group Coaches, including “next step” decisions about group continuation, etc.
* Create promotional materials and methods that ensure church wide understanding of the Small Groups Ministry, its purpose and importance, and how to get connected.
* Drive and coordinate periodic book series/corporate small group pushes as part of the church’s weekend service planning and design processes.
* Develop a high-capacity volunteer to oversee all areas
* Assist in the development of an annual departmental budget and manage spending to budget.

EDUCATION & EXPERIENCE

* Bachelor’s degree required.
* 3 years of group leadership is required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

* **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
* **Service People** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Meets commitments.
* **Interpersonal Skills** - Focuses on solving conflict, not blaming; Remains open to others' ideas and tries new things.
* **Verbal Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
* **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.
* **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the Church’s vision and mission statement.
* **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
* **Cost Consciousness** - Works within approved budget.
* **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports the Church’s vision and mission.
* **Planning/Organizing** - Prioritizes and plans work activities; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

OTHER FUNCTIONS

* Work with Campus Pastor to set quarterly and yearly goals and strategies.
* Develop meaningful metrics to measure what matters within Growth Group Ministry.
* Other duties as assigned.

Application Requirements:

Check us out at www.timberlakechurch.com

In order to be considered - send us your resume.

If we feel like you would be a great fit, we will be in touch to take the next steps.