



<b>Position Title:</b> Associate Pastor of Small Groups – Women & Leadership Development <b>Position Scope:</b> 22/hours <b>Position Status:</b> Exempt		<b>Reports To:</b> Pastor of Small Groups <b>Department:</b> Small Groups <b>Date:</b> 9.2023	
<b>Ministry Vision:</b> A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE.			
<b>Ministry Responsibilities:</b> The primary pastor responsible for shepherding, strengthening, and developing the spiritual and leadership capacities of women’s small groups and gatherings and assist with overall leader development.			
<b>Key Duties:</b>			
	<u><b>Description</b></u>		<u><b>% Time</b></u>
	<b>Vision and Strategic Development.</b> Collaborate with POSG to craft annual strategic plan. Plan and set course for resource-based projects. Craft vision for overall direction for women and small groups. Facilitate an exciting and engaging Small Group development path for women and other leaders.		10
	<b>Leadership Development.</b> Assist in planning, developing, setup and service for leadership training/gatherings. Recruit and equip a leadership team that provides ongoing communication to the small group leadership for women and empty nesters demographics. Recruit and oversee women’s leadership teams. Work with POSG for a scope and sequence of overall leadership development for all leaders.		35
	<b>Ministry Support Responsibilities.</b> Attend weekly team meetings. Network with and respond to ongoing needs of women’s and empty nester small group leaders / members including connections. Lead efforts to improve the 4S values in and for groups within this demographic. Plan, staff, and execute strategic leadership development events.		40
	<b>Administrative Responsibilities.</b> Plan and implement small group related events and trainings. Plan, implement, and oversee rolling communications for small groups. Work with the Associate Pastor of Small Groups – Assimilation to create new groups.		15
	<b>Misc.</b> Additional related duties as assigned.		



**Supervisory Responsibility:** Ministry Partners and volunteers

**Required Core Competencies for Ministry Staff**

***Individual and Team Development***

Knowledge and skills to create and motivate teams of leaders.

***Time Management***

Values time, uses effectively, concentrates efforts on important priorities.

***Action Oriented***

Enjoys working hard, full of energy for challenges, seizes opportunities.

***Conflict Management***

Steps up to conflicts, reads situations quickly, good at focused listening.

***Emotional Intelligence***

Self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport.

***Motivating Others***

Creates climate in which people want to do their best, gets the best out of people.

**PREFERRED QUALIFICATIONS**

**Minimum relevant experience:** typing, basic office equipment, multi-tasking and time management.

**Education:** High School diploma

**Ideal Knowledge Areas:** Strong written and verbal communication skills, Proficient in leadership development, ability to work independently, women's and small group ministry experience desired.