

United Lutheran Church
628 W. 5th St
Red Wing, MN 55066
651-388-3583

POSITION: **Small Group Coordinator**

PURPOSE: Small group ministry will help grow the people of United Lutheran Church and this community in their Christian faith by connecting people in small groups for study, support, outreach, and discipleship. Essential components of small groups include: biblical reflection, whether a larger Bible study or brief devotion; mutual support through intentional community building; group ministry beyond itself; and prayer.

REPORTS TO: Directing Pastor
 Position supervises: n/a
 Receives input from: pastors, other staff, Ministry Teams

HOURS: Part-time (15 hours/week)
 Days and times vary.

SALARY: Hourly rate based on skills and experience
 To be determined by Executive Team and Council

BENEFITS: n/a

RESPONSIBILITIES INCLUDE:

- Develop an overall ministry plan for small groups
- Research curriculum and resources for small groups
- Coordinate formation of small groups with ULC pastors & staff
- Recruit and train group facilitators
- Build a marketing effort to attract members to small groups
- Maintain records of small groups and their activities
- Work with the Evangelism Ministry Team to assimilate new members into Small Group ministry
- May also lead Bible studies or small group

QUALIFICATIONS:

- A person of faith who is active in a Christian faith community
- Ability to explain the small group vision
- Demonstrated leadership and organizational skills
- Experienced in preparing or leading Bible studies
- Basic computer fluency including word processing, e-mail and internet knowledge
- Outstanding communication and interpersonal skills
- Ability to recruit and motivate others
- Self-motivated, good time manager
- Cheerful, positive attitude
- Professionalism and confidentiality
- College degree desirable