

# SMALL GROUP COORDINATOR

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## Overview:

The Small Group Coordinator at Eastbrook exists primarily to work with the Sr. Director, Adult Ministries to ensure increasing engagement of the Eastbrook Congregation into small groups.

## Time Commitment:

Approximately 15 hours/week. Hours vary but tend to heavier around semester starts and ends/

## Reports to:

Directly to Sr. Director, Adult Ministries.

## Responsibilities:

### Work with Sr. Director, Adult Ministries to Develop and Implement the Strategy for Small Groups

- Identify the clear distinctives and goals of Eastbrook small groups.
- Develop clear pathways for joining an Eastbrook small group.
- Identify any needed or potential new small groups to ensure we are adequately serving our congregation

### Work with Sr. Director, Adult Ministries to Develop a Strategy to Promote and Fill Eastbrook's Small Groups

- Work closely with Director of Communication to communicate Eastbrook's small groups on a regular basis.
- Develop the needed communication resources to clearly articulate the need for people to become part of a small group.
- Develop the systems to make joining a small group a clear and easy experience.
- Follow up with any communication requests for "Getting Connected" at Eastbrook.

### Work with Sr. Director, Adult Ministries, to Recruit and Train Eastbrook Small Group Leaders

- Identify recruiting process for new group leaders.
- Develop initial training experience to equip new small group leaders with the tools they need to succeed.
- Develop ongoing training experiences to equip small group leaders with the tools they need to continue to succeed as their groups grow and evolve.

### Work with Sr. Director, Adult Ministries, to Recruit and Train Small Group Coaches

- Small Group Coaches provide care and support to no more than 5 small group leaders each.
- Identify the needed characteristics of a Small Group Coach.
- Identify resources Small Group Coaches could utilize to support their huddle of leaders.
- Create the basic training each Small Group Coach would need to succeed in their role.

## General

- Establish a schedule conducive with connecting with congregants and small group leaders (one to two evenings a week may be need to effectively do this).
- Meet weekly with Sr. Director, Adult Ministries to review leader contacts and current group engagement levels.

## Qualifications and Expectations:

- Be an active member of Eastbrook (or become one).
- Administrative skills: organized and able to follow multiple streams of information.
- Small group experience: (small group leadership experience is ideal but not essential).
- Heart for helping people engage in church life.
- Proven recruiter: can motivate people to join the team.

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our Mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our Vision to accomplish this is through five objectives:

### Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: "Salvation belongs to our God, who sits on the throne, and to the Lamb."(Revelation 7:9-10)*

*Continued on Reverse*

## **Growing Disciples**

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)*

## **Reaching Out**

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."(Acts 1:8)*

## **Multipling Leaders**

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)*

## **Church Engagement**

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)*

## **Please Note:**

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to Sr. Director, Adult Ministries, Jim Caler, [jcaler@eastbrook.org](mailto:jcaler@eastbrook.org).