

SMALL GROUP COORDINATOR

Overview:

The Small Group Coordinator at Eastbrook works with the Senior Director and Pastor of Adult Ministry to ensure increasing engagement of the Eastbrook Congregation into Small Groups. The Small Group Coordinator will help develop and implement strategy for small groups that includes promoting engagement, provide training, and leadership.

Employment Information:

This is a part-time position; approximately 12-15 hours/week. Must maintain regular, though flexible office hours during the work week, and be in the office on Tuesdays for All-Staff meetings.

Reports to:

Sr. Director, Adult Ministry

Responsibilities:

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

Develop a Strategy to Promote and Fill Eastbrook's Small Groups.

- Work closely with Director of Communication to promote Eastbrook's Small Groups.
- Develop the systems to make joining a Small Group a clear and easy experience.

Direct Small Group Launch Events, including the Week Zero Small Group Experience.

- Schedule at least three launch events each year.
- Promote the events appropriately with enough lead time for people to participate.
- Develop a team to host and lead the launch events
- Follow up with all those in attendance to ensure they are connected into a small group.

Provide Leadership Training for Small Groups

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

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.
- Support Small Group Coaches as they engage in ministry to our groups

General

- Establish a schedule conducive with connecting with congregants and small groups. One or two evenings a week may be required to do this effectively.
- Meet weekly with Senior Director, Adult Ministry to review group contacts and current group engagement levels.
- Maintain small groups rosters and other records in the church database.

Qualifications and Expectations:

- Be a growing disciple of Jesus.
- Be an active member of Eastbrook (or become one)
- Must possess strong interpersonal and organizational skills with ability to organized and follow multiple streams of information
- Small group experience and small group leadership is desirable.
- Heart for helping people engage in church life
- Proven recruiter that can motivate people to join the team
- Comfortable up front leading small and large group trainings and events.

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)*

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 HR Manager, Lupe Dueñas, lduenas@eastbrook.org.