

**Small Groups Director**

**Purpose:** Directly responsible for the overall administration, coordination and day-to-day affairs of the Small Groups and Pastoral Care at the campus.

**Experience and Knowledge Required:**

* Ability to build relationships in order to assess, advise and direct a person’s appropriate next steps.
* Ability to recruit, lead and equip leaders to lead successful teams and small groups.
* High energy with enthusiasm for Vineyards Vision.

**Essential Functions and Responsibilities:**

* Manage day-to-day functions and integration of the Small Groups and Pastoral Care at campus.
* Oversee, coordinate, and implement plans for recruiting new leaders and coaches, leadership development and leader retention to sustain growth in all hubs.
* Facilitate regular meetings with Hub Leaders and Small Groups Ministry Team Coordinator.
* Facilitate and oversee Small Group Leadership Trainings and interviews.
* Ensure all Small Groups materials and campaign items are ordered, received and available for semester launch (banners, Coach’s playbooks, Leadership Training Manuals, etc.).
* Oversee and manage small groups’ data administration, including but limited to the Small Groups Database, Church Community Builder and through Next Step Survey.
* Provide pastoral leadership for Small Group Leaders at campus.

**Other Duties and Responsibilities:**

* Maintain Small Groups budgets for campus as directed by the Central Small Groups.
* Monitor and report monthly defined measurables.
* Follow accounting procedures, manage Small Groups paperwork for accounting purposes.

**Pastoral Responsibilities:**

* Assist with pastoral care needs of the campus. Partner with Small Groups Ministry Team on pastoral care issues and keep that team apprised on all related issues.
* Be available as needed to assist in crisis situations, hospital visits, funerals, and/or weddings.
* Participate in “on call ministry” rotation and Sunday altar ministry, as needed.
* Attend weekend services (30/30 rule: arriving 30 minutes before services begin and leaving 30 minutes after services end) and assist at conferences/events as needed.
* Set an example by attending Saturday morning prayer and all church events.
* Be available to instruct Vineyard College students and assist GROW churches as needed.
* Under the direction of the Campus Pastor and Vineyards College, manage and lead Vineyards College campus interns.

**Supervisory Responsibilities:**

Manage and oversee day to day responsibilities of Campus Small Groups Coordinator, if applicable.

Manager’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_