

GROUP LIFE COORDINATOR

Position Summary

Spiritual growth happens most and best in relationships. Sunday mornings are so important to building those relationships *and* group life outside of our Sunday experience is essential to the growth of our congregation as we grow as a church. As we get bigger on Sundays we need to get smaller in our relationship groups. Group life matters... a lot.

Our goal is that everyone who attends ECC would be engaged in group life and move from *first time guest* to *fully-engaged member* and from *guest* to *friend* to *family*. We invite people to “Experience God With Us.” The Group Life Coordinator builds the ‘With Us’ experiences that make that invitation a reality.

This is a part-time position. Salary commensurate with experience

Core Responsibilities

Our Group Life Coordinator welcomes our members and guests into developing richer, more meaningful relationships in three distinct areas. Reports to the Pastor or Community Life.

Big Church Welcome Ensures that Sunday morning is a wide open and welcoming front door to “Experience God with Us.” Next steps need to be made clear and actionable so that people can “see themselves” as part of ECC.

- Works “hands-on” with ushers and greeters to welcome and direct guests through signage, materials, tables and greeting teams
- Works “hands-on” with hospitality team to ensure food and beverages are welcoming to guests
- Ensures that all community life materials are well presented and up to date
- Develops communications strategies and pathways for new guests to feel at home and identify next steps
- Follows-up with all new guest and member requests for information

Mid-Sized Groups Welcome Provides safe and relevant next steps into group life through classes that are designed to be practical and invitational. The purpose is for people to come and learn but even more importantly to build relationships.

- Develop and support mid-sized “Connect Events” like Connect Lunch and work with other staff on all-church events such as Fall Kickoff, roller-skating and others.
- Develops seasonal mid-sized classes on subjects like finance, parenting, marriage and outreach
- Develops communication strategies and pathways for new guests and members to participate in Small Church
- Works with existing Men’s and Women’s ministries to maintain alignment and bring their participants into ECC Small Church life

Small Church Welcome Small Church is the primary place where ECC does life together, bringing the experience of God into our neighborhoods and workplaces and raising up new leaders to extend the kingdom of God across the north metro.

- Identifies, recruits and trains Small Church leaders
- Leads Small Church leadership development
- Following up with Small Church leaders to ensure that replication and leadership development is happening
- Works with Outreach Director to present service opportunities to Small Churches
- Works with Community Life Pastor to ensure care is being received in Small Churches
- Works with Teaching Team to develop weekly Small Church Discussion Guides
- Develops communication strategies and pathways for new guests and members to join Small Churches

Additional Responsibilities

Exercise personal development and leadership by...

- Setting healthy boundaries and practicing admirable self-care
- Taking ownership of professional growth and development as a leader
- Taking initiative to building and strengthen relationship with co-workers, volunteers, and others who consider Emmanuel their church home

Qualifications

A qualified applicant:

- Professes Jesus Christ as their personal Savior and Lord
- Looks to the Bible as their standard for belief and conduct
- Has a mature faith and pursues a God-honoring lifestyle
- Serves from a position of humility – confident yet coachable
- Is passionate, experienced and skilled in Community Life
- Has outstanding interpersonal skills and demonstrates excellence in communication
- Welcomes feedback
- Embraces Emmanuel’s beliefs, vision, and values

How to Apply

Email your application to jason@emmanuel.church

1. Include your resume and the names of at least three references
2. Answer the question, “What would a church like ours look like if we were doing group life really, really well?”