



JOURNEY

EST. OF FAITH 1911

JOB DESCRIPTION

Life Groups Coordinator

Reports to: Director of Life Group/Executive Director of Community Life
Job Type: Part-Time (25-30 hours per week)
Membership: Required to be a regular attender upon hire

POSITION SUMMARY

The Life Groups Coordinator will be responsible for aiding the Director of Life Groups in all areas of this ministry. As a church committed to reaching its local, heavily-unchurched demographic, it's imperative that the Life Groups Coordinator have a passion for working with unchurched people and new believers to find a group where they will be welcomed into a community and find the content to be practical and understandable. Our hope is that we would not just be a church *with* small groups but would become a church *of* small groups where people are cared for as much as they are learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Director of Life Groups with group formation.
- Coordinate writing of message-based Life Group curriculum with pastors and leaders.
- Execute event planning, room scheduling, and communications with all Life Group ministry events.
- Coordinate promotion of Groups with Communications.
- Help with development and implementation of Life Group Facilitator training and meetings for check-in, development, and encouragement.
- Communicate efficiently and effectively with volunteers and team leaders.
- Monitor ministry email account and phone inquiries to respond correctly and timely.
- Represent mission, vision, and values of our church in all interactions and environments.
- Develop systems to help attenders easily and immediately connect to fitting groups.
- Build relationships with current small group leaders to understand and meet their needs.
- Distribute curriculum and discussion tools for all groups.
- Manage the Life Groups website to facilitate connections.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must be able to agree and uphold our mission, vision, core values, staff values & faith statements
- Journey of Faith expects its employees to be regular attendees of the Church and to comply with its religious beliefs
- Bachelor's degree preferred
- Has a passion for and believes in the power and importance of small group community in Christian Life.
- Communicates with effectiveness and savvy across the organization



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- Demonstrates ability to build rapport and develop strong relationships
- Ability to be a contributing team member
- Track record of reliability, dependability and conscientious work habits
- Ability to communicate to audiences in an effective manner
- Ability to work independently with little supervision
- Ability to organize and prioritize effectively
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Flexibility and adaptability is a must (non-negotiable)

ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, “four acres of faith.” After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God’s call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith’s mission statement: *To bring glory to God by loving God, loving people and making disciples.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum.