

**JOB DESCRIPTION**  
**Life Groups Coordinator**  
**CAMPUS: BATH**



**Ministry Area:** Adult Ministries  
**Ministry Position:** Life Groups Coordinator  
**Time commitment:** 25 hours per week, part-time salary, non-exempt  
**Reports to:** Josh Taylor, Pastor of Life Groups

**Position Overview**

This position provides support and coordination to the Adult Ministries team and Life Group Ministry. The primary role will to oversee the organization and implementation of processes for the Life Groups Ministry. This position requires a commitment to the vision of Grace Church and the movement of 30 in 30. Responsibilities will include office during the week as well as weekend services.

**Essential Job Functions**

- **Life Group Connection Pathways**
  - Track and follow-up with Life Group interest (Discovery, SHAPE, connection card, forms, etc.)
  - Organize the promotion of Life Groups on the website, app, card wall, etc.
  - Coordinate logistics for special Life Group promotions—specifically at weekend services
- **Life Groups Management**
  - Manage group information and rosters on GraceLINK
  - Provide monthly reporting for metrics and engagement in Life Groups
- **Life Group Leadership**
  - Oversee the leadership process and track people in the pipeline
  - On-board and off-board leaders and groups
  - Coordinate logistics for leadership events and trainings
- **Administrative Responsibilities**
  - Provide communication needed for people involved in Life Group Ministry processes
  - Schedule meetings for the Associate Pastor of Life Groups
  - Work interdepartmentally for the Life Groups ministry as needed
- **General Coordination**
  - Effectively use GraceLINK database and systems for tracking of volunteers and leaders
  - Involvement in projects, initiatives, and assimilation connected to Adult Ministry strategies
  - All other duties as assigned by Associate Pastor of Life Groups

**Technical Requirements:**

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Able to use or learn software required for basic graphic design work
- Willingness to learn website updating and maintenance in GraceLINK
- Acute attention to detail
- Highly organized

## **Spiritual Life**

- Actively making disciples (Matthew 28:18-20).
- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).

## **General Requirements**

- Is a regular and committed weekend attendee of the Bath Campus of Grace Church.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire (Discovery Group).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing Scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community, including participating in ongoing biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (we are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured By**

- 30-60-90 day and annual review by the Pastor of Life Groups
- Input from staff, leaders and volunteers.
- Effectiveness of the helping the Adult Ministries Team function in its organization and with administrative responsibilities.