

Job Description

Position: Support Groups Coordinator, Multiple Campuses
Reports to: Pastor of Support Groups
Schedule: Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year)
Employment
Classification: Coordinator/Manager (C)

Job Summary

The Support Groups Coordinator works closely with the Pastor of Support Groups to support the effective development, coordination and execution of Support Groups ministry across The Compass Church. This position serves the mission of *Helping People Find & Follow God* by equipping and supporting ministry leaders, coordinating Care Nights and Support Groups and helping individuals connect with care and community across multiple Campuses.

The position requires evening and weekend availability for Care Nights, leader gatherings, trainings and other ministry events.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Ministry Coordination & Development

- Support the Pastor of Support Groups in implementing ministry strategies, goals and initiatives that strengthen and develop Care Nights and Support Groups across all Campuses.
- Coordinate Support Group schedules, registrations, communications, resources and other ministry logistics.
- Partner with Campus Staff to promote Support Groups, strengthen participation and ensure effective ministry coordination.
- Help identify ministry needs, challenges and opportunities and communicate them to the Pastor of Support Groups.

Leader Support & Development

- Assist with identifying, recruiting, onboarding and training lay Ministry Leaders and ministry teams.
- Build strong relationships with Support Group and Care Night leaders by providing regular communication, resources, encouragement and administrative support.
- Assist with ongoing leader development and support to promote healthy, effective ministry teams.

Administration & Reporting

- Maintain accurate Support Group data, rosters, attendance and ministry records.
- Assist with tracking and reporting established ministry goals and metrics.
- Assist the Pastor of Support Groups with budget administration and other financial processes related to Support Groups.
- Provide administrative and ministry support for special events, trainings, leader gatherings and other Support Groups initiatives.

Pastoral Care & Collaboration

- Assist with general care and shepherding needs as appropriate and under the direction of the Pastor of Support Groups.
- Meet regularly with the Pastor of Support Groups to coordinate priorities, discuss ministry needs and support ongoing initiatives.
- Perform other duties as assigned.

Job Description

Required Skills/Abilities

Qualifications

- Strong organizational and time management skills with attention to detail.
- Good written and verbal communication skills, with the ability to build relationships and communicate effectively with Staff, volunteers and ministry leaders.
- Ability to manage multiple responsibilities, coordinate logistics and follow through on commitments.
- Basic proficiency in Microsoft Office 365 and the ability to learn church management and ministry systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Self-motivated, with the ability to work independently while collaborating effectively with others.
- Demonstrated care for people and a willingness to support the spiritual and relational needs of individuals within the church community.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment. If married, the employee's spouse is also expected to become a member.
- Attend monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Frequent use of standard office equipment.
- Occasional lifting and carrying items weighing up to 25 pounds.
- Ability to move throughout church facilities as needed.