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| Title: Groups Ministry Assistant |
| Department: Groups Ministries |
| Revision Date: Feb 15, 2023 |

Purpose / Position Overview

This position will serve as a ministry assistant to the Groups Pastor, providing administrative and ministerial support.

Spiritual Requirements;

1. Affirmed and approved by the church (FBC) as a recognized member of the church body.
2. Willingly submits to the FBC Membership Commitment taught in the 101 Blueprint Class.
 - o Protect the unity of the church (Romans 15:5; 1 Peter 1:22; Eph. 4:29; Heb. 13:17)
By acting in love toward other members
By refusing to gossip
By following the leaders
 - o Share the responsibility of the church (1 Thess. 1:2, Luke 14:23, Romans 15:7)
By praying for its health and growth
By inviting the unchurched to attend
By warmly welcoming those who visit
 - o Serve the ministry of the church (1 Peter 4:10; Ephesians 4:11-12; Philippians 2:3-4)
By discovering their gifts and talents to minister to others
By being equipped to serve by the pastoral staff
By developing a servant's heart
 - o Support the testimony of my church (Heb. 10:25; Philippians 1:27; 1 Corinthians 16:2)
By attending faithfully
By living godly
By giving regularly

General Areas of Responsibilities

To support **HOMOTHUMADON** (*rushing along in unison, Acts 2:46; 4:24; 5:12; 8:6; 1:25) in my work;

- To support the Common Purpose & Vision of FBC; To magnify God's glory at the return of Christ by presenting every member of our church family fully mature in Him and seeing them fully rewarded for a life well spent serving His Kingdom. (Mat. 16:24-27; Col. 1:28-29; 2 Cor. 5:10; & 1 Thess. 2:19-20). I will focus my ministry key result areas in this Purpose & Vision
- To support the Common Mission of FBC; To see God save people through a movement of the gospel that eventually transforms Eugene/Springfield in every dimension-spiritually, socially, and culturally-and then, through E/S, the world, as we partner with Jesus Christ by being disciples who make disciples. I will focus my ministry key result areas on this Mission.

- To support the Common Strategy of FBC; *Disciples are not made in a vacuum but in the context of authentic relationships lived out in a caring community that is on mission with God. To facilitate this process, we will provide **five key environments** where **missional community** is nurtured-large, medium, and small gatherings along with individual time with God. I will focus my ministry outcomes to create &/or support these 4 areas and to be personally involved in each one.*
- To share common possessions; *In order to realize our “Common Purpose & Vision” and fulfill our “Common Mission,” as it is fleshed out in our “Common Strategy,” requires that each of us generously shares “Common Possessions out of our God-given resources (time, talents & treasures). I will focus my ministry and outcomes to create, support and encourage others in the sharing of common possessions. I will also be personally involved in each one.*

Specific Duties

- Assist Groups Pastor with vision, strategy, objectives, and strategic initiatives
- Maintain the Life Group (LG) and Renewal Ministry (RM) leader/coach databases and groups metrics
- Assist Groups Pastor with communication and marketing
- Assist with and at times help facilitate trainings, gatherings and events for coaches and leaders
- Assist with efforts to encourage leadership team (thank you gifts, kick-off and celebration dinner/gatherings, etc)
- Develop and maintain a LG and RM master calendar including scheduling, coordination, sign-ups, and communication for classes, meetings, trainings, and/or events
- Help create, assemble, and print curriculums and training manuals (as needed)
- Follow-up with new LG and RM interest and contacts
- Maintain/update online presence through LG and RM website and social media
- Maintain/update all promotional and marketing materials onsite and online
- Assist in the coordination of LG launches in Jan and Sept
- Oversee Memory & More support group (coordinating schedule, lining up speakers, all communication via email, etc)
- Collect weekly LG and RM attendance
- Maintain and update Counselor Referral Resource List
- Communicate regularly with RM leaders to collaborate, strategize, problem-solve and for general checking-in.

To the Groups Department

- Provide administrative support for One Church One Day initiative
- Be available to assist with administrative needs of special projects/events in collaboration with Women’s and/or Seniors ministries (as determined by Groups Pastor)
- Be proactive in resolving personal conflicts through healthy communication (no gossip Matt. 18, no conflict resolution through technology), personal reflection (1 Cor. 11:28), active listening (James 1), honest apology and/or forgiveness when wronged.

To the FBC Family and Eugene/Lane County/Global Community

- Pray regularly for the health and impact of FBC Groups Ministry
- Understand and communicate “why” and “how” the Groups ministry fits into FBC’s mission & vision (i.e., *Homothumadon*).
- Pray regularly for the local and global impact through FBC Eugene members

Special Character traits/gifting needed/required

- Possess excellent oral and written communication skills
- Proficiency in MS Office (Excel, Word, Access), Google Docs, Google Calendar and

- publishing software.
- Willingness to learn and effectively utilize church software tools and web page management.
- Strong organizational skills with the ability to multitask
- Attention to detail and problem solving skills
- Be able to organize and manage a busy office, coordinate volunteers, and maintain schedules, logistics and resources with ease and grace
- Ability to prioritize workload, meet deadlines, manage projects
- Ability to work effectively and efficiently with others in a team environment
- Ability to use discretion when dealing with volunteers
- Ability to be flexible and servant-oriented
- Ability to lead and facilitate group trainings and/or willingness to learn and hone teaching/leading skills
- Heart and commitment to keep learning and growing in Jesus

Any Additional Ministry Areas / Special Assignments (As applicable)

- Fulfill any and all other responsibilities as needed or assigned by the Groups Pastor

Directly Reports to;

Groups Pastor

Terms of Employment

- Agree to abide by all policies and procedures as outlined in FBC the personal policy manual.
- This position requires membership and regular attendance at First Baptist Church
- The hours of the position are 32 hours per week (Mon-Thur with flexibility dependent on ministry needs).

Employee/Staff Acceptance Signature

Signature of Appropriate Pastor/Supervisor

Date: _____

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.