

Groups Coordinator – Adult Ministries

Team(s): Adult Ministries Team

Supervisor: Associate Pastor – Adult Ministries

Status: Full-Time (40 hours per week) Non-Exempt. Weekend and weekday hours may be required.

Position Summary: This position will lead and oversee our centrally supported groups and classes. This includes our Support groups, Mini-Church groups, Young Adult groups and our Senior Adult groups as well as our spring seminar and other classes.

Group Coordination Responsibilities:

- Plan and implement all leader training, onboarding and appreciation events.
- Plan and implement all events for prospective leaders and participants.
- Manage groups rosters in “PCO Groups” portal.
- Coordinate the launching of new groups and help to match prospective participants with a group.
- Provide communication updates and coaching to group leaders and coaches.
- Help to plan and execute bi-annual Alliance Groups Expo.
- Plan and implement all quarterly and seasonal special events with the help of the Adult Ministry Special Events Coordinator and volunteers.

Class Coordination Responsibilities

- Coordinate annual Spring Seminar classes and other discipleship classes.
- Coordinate what classes will be offered and who will teach them.
- Facilitate the logistics of what the classes and teachers will need for the classes.

Position requirements:

- Strong organizational, administrative, assimilation and team building skills
- Strong verbal and written communication skills
- Gifted leader, manager, and team player
- Bachelor’s degree in ministry or 5 years of church ministry experience
- Large church and multi-site church experience preferred



STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
Strategic and Effective	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
Felt Needs First, Prescribed Needs Second	We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.
Come and See – Go and Be	We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
Healthy Relationships	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
Servant Leadership	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
Stronger Together	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.
Complementarian	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
Healthy Leadership	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.