**Ministry Job Description:** Small Group Leader

**Goal of Position**The primary purpose for Small Groups ministry is for personal spiritual transformation with a structure based on Acts 2:42, 46-47, where “the disciples devoted themselves to teaching, fellowship, breaking of bread and prayer.” As such small groups come together on a regular basis for prayer and Bible Study, sharing their lives and caring for each other in times of need. Gatherings often include a meal as well as opportunities for community building.

**Responsible to**

Ministry Director**Edit to suit your church.**

**Job Description**The main role for the Small Group Leader is to facilitate the effectiveness of group meetings. This includes the following:

* Have prayer as the starting point for this ministry.
* Know and understand the purpose of the group.
* Promote and/or invite people to participate in the group.
* Involve group members in decisions about meetings, discussion materials etc.
* Cultivate a safe and welcoming environment where people can grow in relationship with others and with Jesus Christ.
* Plan and implement discussion topics and lessons.
* Make members feel valued and accepted.
* Create opportunities/activities that enrich discussions and prayer times.
* Nurture community, loving relationships and fun activities within the group.

**Edit to suit your church.**

**Time required**

This will be determined by the length of a particular study or the purpose of the small group. Time involved would include preparing lessons and facilitating group meetings.

**Edit to suit your church.**

**Length of commitment**This will vary from church to church and may be as short as 6 weeks for a specific study, or as long as a year or more.**Edit to suit your church.**

**Training Provided**In order to develop people in their ministry roles, it is important that Small Group leaders are provided with training so they can lead effectively and feel the support of being part of a team. At the beginning of a season, such a meeting will especially orient those who are new to this role and refresh memories of those who have done this before. Additional meetings and/or workshops throughout the season will provide a context for encouragement as well as for visioning.**In this space provide the specific training your church would provide.**

**Qualifications or special skills**

The small group leader is passionate about serving others and

* Gives evidence of a sincere commitment to Christ and the Reformed faith
* Is committed to your Church, its core values, and ministry goals.
* Has a good relationship with family and others.
* Has a servant’s heart and leadership style.
* Shows spiritual maturity and has a strong prayer life.
* Is a good communicator and listener and has a heart for others.
* Has organizational gifts with the ability to plan, lead and delegate.
* Is committed to work as a team member with other ministry leaders.
* Has a desire to see spiritual growth and transformation in group members.
* Knows how to create environments and experiences that are open to the work of the Holy Spirit.

**Edit to suit your church.**

**Benefits to this position** In your role as a Small Group Leader, you will likely be challenged in some ways, but you’ll also be blessed in abundance. Here are some things you can expect:  
Has a servant’s heart and leadership style.

* Develop some wonderful relationships with people from your congregation.
* Experience loving care and sense of family.
* Growth in your own faith journey.
* Increase the ability to talk about your faith.
* Be part of a praying community
* Experience the work and presence of the Holy Spirt
* Witness the transformation of lives
* Joy in seeing God at work through this ministry.

**Edit as you see fit.**  
\*\*Some of the information provided for this document was taken from the booklet “So you’ve been asked to Lead a Small Group” by Willy Nywening *(Faith Alive Christian Resources).*