

## TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Director of Groups & Service	Groups & Service

### Ministry Position Description

This position is responsible for ensuring constituents of Asbury Church are engaging in relationships where Christ transforms through groups and service. The goal of this position is to encourage and inspire constituents to grow spiritually and serve others as a reflection of their deepening relationship and gratitude towards God. This position reports to the Lead Pastor.

### Responsibilities:

The responsibilities may include, but are not limited to, the following:

#### A. GROUPS

1. Participate in Discovering Asbury promoting Groups and Service ministries.
2. Manage and update group data in Realm database.
3. Track attenders not participating in LifeGroup ministry through Realm focusing on connecting them into the Asbury community.
4. Manage curriculum library and review/purchase new curriculum. Be able to suggest curriculum based on group stage and needs.
5. Identify, recruit, and develop new LifeGroup leaders.
6. Meet one on one with LifeGroup leaders twice per year to monitor the health, transformation and lifespan of each group. Be available to minister and serve each leader.
7. Train, encourage and equip leaders to identify apprentice leaders in preparation for future multiplication.
8. Provide relevant training to LifeGroup leaders based on lifestage of group 2 – 3 times each year.
9. Develop and implement a gathering (NEXT) for new attendees to learn about the mission and ministries of Asbury Church and encourage connection.
10. Design, implement, and manage strategies that make it easy to join a group: NEXT, churchwide teaching/short circles, discipleship map
11. Develop and implement a process for discipleship.
12. Communicate upcoming church-wide opportunities and events to LifeGroup Leaders through email.
13. Update LifeGroup and Service webpages.
14. Provide a Sunday lobby presence and design easy to use next-step resources.
15. Plan and execute LifeGroup connection events [GroupLink] twice per year.
16. Commit to ongoing education through podcast, blogs, reading, conferences, and networking.

#### B. SERVICE

1. Attend GOT & COT meetings providing advice, resources, and support.
2. Recruit, prepare, and lead adult mission teams.
3. Work with lead staff to promote Christmas Is Not Your Birthday (CINYB).
4. Serve as staff liaison with Rise Against Hunger (RAH) coordinating annual meal packing events.
5. Develop opportunities for Asbury Church to serve our community. Intentionally seeking relational service opportunities.
6. Track member participation/engagement in service projects to monitor for growth and annual report statistics.
7. Promote service opportunities churchwide through video, website and social media.

### **C. COMMUNICATION**

1. Contact individuals who express interest in Groups or Service via "Hey Cards" or through the Asbury website.
2. Work with the Communications Director to promote LifeGroup and Service ministries.
3. Design printed materials to promote Groups and Service to the Asbury Community and beyond.
4. Create video to promote Groups and Service in the Asbury Community, on the website and social media.

#### **Qualifications:**

- Must be in agreement with the mission and strategy of Asbury Church of engaging in relationships where Christ transforms through worship, groups and service.
- Preferred Bachelor's Degree in Biblical Studies or a related field.
- 3 + years of experience leading a small group.
- Strong leader with solid work ethic and ability to lead complex ministries.
- Minimum of 3-5 years' experience as a staff member in a ministry leadership capacity.
- Superior verbal, written, and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in MS Office applications.
- Strong attention to detail and extremely strong organizational skills.
- Pride in being punctual, dependable, and trustworthy.
- Sound, ethical judgment and confidentiality in a range of situations.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.

**Hours:** This is a full-time, salaried position at 40 hours per week.

**Compensation:** Salary commensurate with experience and education. Eligible for benefits.

**To apply:** Please complete the [employee application](#) and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to [paula@asburyraleigh.org](mailto:paula@asburyraleigh.org) or mail to the address above.