

<b>CHRIST'S CHURCH</b> OF THE VALLEY	Management System – Job Description	
	OP6001-F040 Associate Director of Group Life	Revision: A
	Page 1 of 1	

**General Description**

The Associate Director of Group Life is responsible for all aspects of ensuring the congregation is connecting with one another and building community through a strong, healthy, and growing groups ministry. This includes development and execution of an annual growth plan, group leader identification and recruitment, small group curriculum development, and ongoing leadership and coaching of group leaders.

**Essential Job Functions**

1. Lead a team in the development and growth of a strong groups ministry fostering community involvement and spiritual growth.
2. Develop and maintain an annual plan that ensures continuous improvement and growth of group involvement at CCV.
3. Implement regular team leader and group participant recruitment methods and processes ensuring a healthy groups growth rate over time.
4. Plan and execute regular group connection events as a means of bridging the gap between attraction events (Sunday morning services, etc.) and deepening events (small groups).
5. Function as overall leader of all CCV groups, coaching group leaders in successful completion of their day-to-day duties and responsibilities.
6. Foster a strong, active, growth and recruiting focused network of group leaders, group members, and individuals interested in becoming part of CCV's groups ministry.
7. Plan and execute regular group leader training and recognition events, ensuring the existence of a healthy body of group leaders upon which to grow a strong groups ministry.
8. Create promotional materials and methods that ensure everyone at CCV is aware of the group life ministry area, its purpose and importance, and how to get connected.
9. Identify, develop, and/or select small group curriculum and other group study materials and tools.
10. Drive and coordinate periodic book series/corporate groups pushes as part of CCV's weekend service planning and design processes.
11. Function as a member of CCV's pastoral staff performing baptism services, weddings, funerals, etc. as part of a rotation schedule.
12. Develop an annual departmental budget and manage spending to budget.
13. Perform other duties as assigned.

**Education and Experience**

This position requires a minimum of 3 to 5 years experience as a staff member in a ministry leadership capacity. Possession of a Bachelor's Degree in biblical studies or related field is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic and ability to administrate as a department head. A working knowledge of Microsoft Office, SharePoint, database (Fellowship One), and social networking web applications is preferred.

**Position Structure and Level**

Grade: TBD  
Reporting: This position reports to the Executive Pastor.  
Organization: This position is part of the Senior Staff.

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