



Missouri United Methodist Church

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Small Groups & Missions Leader

Do you have a calling to recruit, equip and encourage leaders who grow small groups and mission teams?

Do you desire to create an effective small group and missions ministry to reach new people, grow disciples and touch the community at large?

Have you dreamed of developing a vibrant small group ministry that includes a focus on serving and missions?

Have you personally lead a small group and/or mission team that successfully recruited new people and replicated itself?

Job Summary

The Small Groups & Missions Leader is a part-time staff person responsible for recruiting and equipping leaders to start, grow and multiply groups devoted to Christian living through study, life situation (age, gender, transitions, etc.) and/or mission focus. Each small group, regardless of focus, is a place where group members serve, care, fellowship and learn together. This position requires someone who desires flexible work and who is able to rearrange their schedule to observe group leaders and mission teams in action.

There is a possibility of this growing into a full-time position over the course of the next year or two based on percentage of participants involved in small groups and missions.

Essential Duties and Responsibilities

Training Group Leaders/Coaches

- ▶ Make sure every small group and mission team leader is being coached at least bi-monthly
- ▶ Attend 1-2 groups other than your own each week on a rotating basis, so that you observe every group in a given month. When this is no longer feasible because there are too many groups replicate yourself.

- ▶ Plan quarterly training gatherings for small group and mission leaders with the Director of Church Life & Growth. Develop the training material for these gatherings, or identify those who would be of benefit to us. Plan these a year in advance.

Growing in Knowledge of Christian Living

- ▶ Theological: Under advisement of Director of Church Life & Growth, ensure a sound theological foundation for all small groups and mission teams regardless of focus.
- ▶ Philosophical: Discover the variety of ways other growing churches do small groups and mission teams.
- ▶ Methodological: Implement best practices in order to improve all aspects of these groups.

Assimilating People into Groups

- ▶ Encourage all group and team leaders to pursue new people in the church as well as those outside the church through mission projects.
- ▶ Develop a team of people who will help assimilate people into groups...teach them to meet with new folks to answer questions about the Missouri UMC and invite them find a group.
- ▶ Seek to know from week to week who is actively in a group and who is on the fringe, and use this information to help group leaders and mission teams grow their groups.

Qualifications

Looking for someone with the spiritual gifts of administration and exhortation who is leading and growing a small group now. Prefer someone with an experience coaching and encouraging leaders and who has a vision for what is possible through Small Group & Missions focus.

By the time of hiring, each candidate must be Safe Sanctuary certified by the Missouri Conference, including a criminal background check and training for safety of children ages 1-18 and vulnerable adults. For more information, go to:

<http://www.moumethodist.org/pages/detail/930>.

Desired Characteristics for All Church Staff:

- ▶ Strong Relational and Interpersonal Skills Communication Skills
 - Poised and non-anxious presence
 - Networks with others
 - Looks for opportunities to connect people's interests and needs with MUMC's values and ministries
 - Adjusts listening and speaking to build rapport across generational, behavioral and situational divides
 - For internal communication with church members and groups
 - Articulate and expressive verbally and in written forms

- ▶ Innovative and Entrepreneurial
 - Change agent or change implementer (depending on position)
 - Opportunity-focused (people are not an interruption)
 - Life-long learner
 - Self-directed (takes initiative)

- ▶ A Heart for Christ
 - Called to this work
 - Does no harm
 - Does good
 - Practices spiritual disciplines
 - Brings others into a relationship with Christ
 - Enthusiastically tells about how God is at work in their lives

- ▶ Servant Leader
 - Authentic, sincere & humble
 - Develops others through cultivating their gifts and talents (deploying, resourcing, holding accountable, coaching)
 - Supports church's vision, mission, values and leaders
 - Comfortable leading in an adaptive and accountable environment
 - Fully engaged in work and ministry
 - Works well in team environments

- ▶ Large & Growing Church Mindset
 - Can imagine what their area needs to become as the church doubles in size
 - Has experienced larger church ministry