

## **SHERIDAN LUTHERAN CHURCH**

### **Small Group Leader Job Description**

Mission of the Small Group Leader:

A Small Group Leader is a Christian who has been prayerfully selected to serve a small group of 6-12 people. This group meets together on a regular basis (normally once or twice a month) to grow in their relationship with Jesus Christ, to nurture and care for one another, to serve God through the congregation and the community, and to invite others to participate in building a Christian community with them, so that new groups can form and more people can be involved in this ministry.

Personal Qualities of a Small Group Leader:

A Small Group Leader is a person who:

- desires and actively pursues a growing relationship with Jesus Christ;
- is committed to caring for people and encouraging their growth in Jesus Christ;
- willingly accepts the responsibilities of serving as Small Group Leader;
- is open to learn and eager to grow as a person and as a Small Group Leader.

Desirable Skills in a Small Group Leader:

A Small Group Leader possesses or is willing to develop the following skills and abilities:

- listens attentively and effectively;
- relates and communicates in confident and assertive (not passive or aggressive) ways;
- relates in outgoing, friendly and hospitable ways toward others;
- is relaxed and comfortable in a group setting;
- is relatively at ease in a leadership role;
- delegates responsibilities to others;
- affirms and encourages others in natural, comfortable ways;
- can deal with conflict or disagreement without feeling threatened and sees such occasions as opportunities for growth and deepening of relationships.

Qualifications of a Small Group Leader:

A Small Group Leader is:

- a person actively involved in our congregation;
- a person who desires to be a member of a Small Group, or has had experience in a small group;
- a person who feels the call of God to become a Small Group Leader.

## Responsibilities of Serving as a Small Group Leader:

A Small Group Leader serves the Small Group in the following ways:

- attends all meetings of the Small Group, or takes responsibility for seeing that the group has adequate leadership if he/she must be absent;
- adequately prepares for small group meeting;
- helps the group write and commit to a mutual covenant at the beginning of its life together, and helps group members hold each other accountable for fulfillment of this covenant;
- takes responsibility for all aspects of leading the Small Group. (This does not mean doing everything oneself. It does mean understanding what needs to be done, coordinating and delegating as many tasks as possible, and making sure that delegated tasks are performed effectively and on time. These include the leadership of the Bible study, and prayer; administrative issues such as scheduling, meeting location, child care, refreshments, materials, etc.);
- regularly delegates leadership tasks to other members so that they can grow and develop their skills as leaders:
- facilitates each meeting of the Small Group - keeping the session on track and on time, inviting participation by all group members, providing care, and guiding the process of decision-making and conflict resolution;
- facilitates caregiving in the Small Group by helping Small Group members care for one another. (This involves both helping the group members respond appropriately when one person experiences a crisis, and referring group members to other appropriate caring resources when necessary);
- personally maintains confidentiality regarding what happens in the lives of Small Group members and what is said and done during group meetings, and equips and encourages Small Group members to do the same;
- consults with a Pastor or Director of Ministries regarding matters that are difficult to deal with;
- models committed Christian discipleship and effective interpersonal skills;
- works intentionally to bring new members into the group;
- equips and encourages Small Group members to invite potential Small Group members to group meetings;
- assists the group in working through issues of transition - receiving new members, losing group members, bringing closure to a chapter of a group's life together, etc.;
- helps identify, recruit and train New Small Group Leaders;
- maintains a missional emphasis in the group; that is, helping group members always remember that the group exists in order to carry out Jesus' mission and ministry in the world, not just to meet the needs of group members.