

# CHURCH AT VIERA

Job Description Form



Job Title	Discipleship Pastor/Director	
Reports To	Executive Pastor	Rev Date Approved: 1

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

The Discipleship Pastor/Director will provide leadership for adult small groups at Church at Viera. They will accomplish this through:

1. shepherding, encouraging, and equipping small group ministry,
2. mentoring adult community groups and connect environments, and
3. championing the cause of community at CAV.

## JOB RESPONSIBILITIES

Small Group Ministry Team Development:

- Meets one-on-one with and personally shepherd adult small group ministry team.
- Develops a vision for small group ministry at CAV and executes that vision through the team.
- Oversees development and monitors health of all adult small group ministry environments.

Small Group Ministry Volunteer Development:

- Meets one-on-one with and personally shepherds adult small group coaches and leaders.
- Oversees development and execution of training opportunities for existing and new adult small groups.

Small Group Leader Recruitment:

- Works with small group ministry staff to recruit small group leaders
- Guides small group ministry leaders in how to facilitate their small groups as well as monitor the health, effectiveness, and duration of individual groups

Small Group Multiplication:

- Develops and executes the onboarding process of small group leaders utilizing the Leadership Pipeline
- Monitors the health of all small groups

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**Small Group Assimilation:**

- Remains visible to adult small group environments by participating in occasional gatherings
- Creates and implements a strategy for CAV environments to more effectively connect adults into small groups
- Leads staff in smooth execution of GroupUp event and groups fair

**Other Responsibilities:**

- Provides pastoral support for CAV
- Oversees small group ministry budget
- Inspires adults at CAV towards full engagement in the Discipleship Pathway

**EDUCATION**

Bachelor's degree from accredited college or university preferred

Master's degree preferred

**EXPERIENCE**

Experience in a large church (1,000 or more) as a staff or lay ministry member and serving in a leadership capacity.

**SKILLS**

- Ability to lead a team toward a common goal
- Ability to think critically and systematically to identify roadblocks to achieving ministry vision and objectives
- Ability to identify, equip, deploy, and coach new leaders
- Ability to tactfully interact with a diverse group of people to mediate conflict and approach sensitive issues with a Christ-like manner
- Must have excellent written and verbal communication skills
- Must be a Christian and fully support the philosophy of the Church at Viera and its leadership team
- Must maintain a lifestyle that aligns with the principles outlined in the Bible
- Ability to work cooperatively in a team environment
- Must be intrinsically motivated; able to work independently and accomplish tasks with minimal direction
- Ability to coordinate volunteers effectively