



First Lutheran is a vibrant Christian Community where faith and life meet through worship, learning and serving in Jesus' name.

**Position Title: Small Group Ministry Coordinator**

Part-time 10 hours per week  
Reports to: Learning Board

Date: July 2021

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**PURPOSE STATEMENT:** Engage members and participants of all ages and stages of life through small group ministry opportunities.

**CORE COMPETENCIES:** Hospitality, communication, organization, productivity, interpersonal skills, integrity, creativity, collaboration, facilitation and relationship building

**POSITION DESCRIPTION:** An energetic and relational professional with a track record building relationships to oversee and execute a strategic plan for small group ministry at First Lutheran Church.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Develop, implement, and expand small group ministry opportunities.
- Implement and oversee the training, scheduling, and appreciation of small group leaders.
- Follow the strategic plan for small group ministry developed by the Learning Board.
- Regularly assess the area of small group ministry and vision for its future in light of our mission statement and values.

**POSITION EXPECTATIONS:**

- Demonstrate a personal faith in Jesus and commitment to the mission of First Lutheran Church.
- Actively participate in the life of the congregation through worship, fellowship, and service.
- Offer radical hospitality to all.
- Be informed about what is happening at FLC.
- Actively build relationships with staff, members and visitors.
- Adhere to the staff covenant.
- Collaborate with pastors, staff, and appropriate committees to carry out the church's mission.
- Attend meetings as needed and requested by the Director of Church Administration or pastors.
- Implement a plan for continued professional growth and goal setting.