

## JOB DESCRIPTION

**Job Title:** Groups Director

**Department:** Family Ministries

**Manager/Director:** Executive Pastor

**Time Required:** Full Time

**Date Prepared:** 01.2023

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### **I. Purpose of Serving:**

The person serving must have a genuine and biblical servant attitude. This includes the ability to graciously handle unexpected or difficult conversations with a positive attitude. This person must also have a passion for community, the Citygate Church Body and the Greater Cincinnati area. The Groups Director will work closely with the Executive Pastor, Care Ministry Department, Groups Leadership Team, and the Citygate church body.

### **II. Spiritual and Natural Gifts Used:**

- Exceptional verbal, written, organizational skills, with a commitment to excellence
- Projects a professional and confident image, with all interactions and conversations
- Ability to handle confidential information
- Steady, positive attitude, people-oriented, team player, customer service minded
- Willingness to be available after hours or on weekends when needed for emergency situations
- Evident call of God on life to love, pray, and provide care to the body of Christ

### **III. Ways to Serve:**

- Set up monthly meetings, discussing current and future semesters with Group Leaders
- Weekly to Bi-Weekly communication with Executive Pastor, to share needs, etc.
- Collaborate on the Groups Budget with Executive Pastor
- Assign needs, such as researching new ways to engage, create groups, and track data
- Develop Recruitment and Marketing Strategies
- Collaborate with the Leadership Team to organize launch Sunday

### **IV. Team Member possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Love for the Community
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church