

Job Title: English Service Local Ministry Staff for Small Group

Overview: The English Service Local Ministry Staff for Small Group will play a vital role in fostering community, spiritual growth, and support within our church congregation. This position will oversee the development, coordination, and implementation of small group activities aimed at nurturing relationships, discipleship, and holistic spiritual well-being of the small group and its members.

Primary roles and responsibilities of the Local Ministry Staff for Small Group

1. Co-create and implement strategies to nurture the spiritual health of small groups, including identifying and training small group leaders
2. Provide resources, curriculum, and guidance for small group leaders, including facilitating communications between the small groups, lay leaders and pastoral team
3. Understand and communicate the vision of small group in all settings.
4. Maintain accurate records of small group participation, attendance, feedback, and assist with the management of the budget and resources allocated to small groups

Secondary roles and responsibilities

5. Collaborate with Family Life Ministry to integrate family-focused initiatives into church-wide events and activities
6. Offer pastoral care and counselling support to individuals and families as needed

Qualifications:

*(Internal communication to TA members: This role is also opened to **TA members** who have the heart and calling to serve in this ministry but may not have met any of the qualifications below)*

- A committed follower of Jesus Christ with a passion for discipleship, community, and family ministry.
- Bachelor or diploma in theology, ministry, counselling, or a related field (preferred) – or an equivalent experience and a strong understanding of Christian ministry
- Previous experience in leading small groups or coordinating ministry programmes within a church setting.
- Strong interpersonal and communication skills, with the ability to relate to people of diverse backgrounds and ages.
- Excellent organizational and administrative abilities, including the capacity to manage multiple tasks and priorities effectively.

Working Conditions: This is a full-time position with flexibility required for occasional evening and weekend activities. The position reports to the lead pastor of the English congregation, and will work closely with the English Service Committee chairperson and small group coordinator(s).