

POSITION OVERVIEW

Position:	Small Group Leader
Status:	Volunteer
Report to:	Equip Pastor(s) and Small Group Coach
Direct oversight of:	Small Group members
Last updated:	January 2021

POSITION DESCRIPTION SUMMARY

The core role of a Small Group Leader is to facilitate an environment in which discipleship can be practiced, and where disciples can be made and multiplied

KEY RELATIONSHIPS

Internal: Equip Team, Small Group Coach and Small Group members

External: N/A

SAFE CHURCH & OTHER POLICY REQUIREMENTS

A Small Group Leader must complete the following forms and processes:

- a) Ministry Screening Questionnaire (including Working with Children Check)
- b) Leader Level Code of Conduct
- c) GRLC Safe Church Induction
- d) Creating Safe Spaces (eLearning Module + Workshop)
- e) GRLC Partnership

QUALITIES / EXPERIENCE

REAL Leaders are:

Relational

- Genuinely interested in others and are confident to be appropriately vulnerable and honest themselves.
- Encourage and cheer others on
- Help their group members to set healthy expectations of their own discipleship, encouraging them to be actively listening to God and discover what He may be speaking to them.
- Aware of the needs, spiritual condition, and differing personalities of each individual in their group, acknowledging that conflict is normal and can be healthy if dealt with appropriately.
- Focus on fostering a culture of pastoral care within the group where individuals are not reliant on the Leader, alone.

Engaged

- Engaged in their own discipleship and are actively pursuing a relationship with Father, Son and Holy Spirit.
- Have an active prayer life.
- Engaged with GRLC and carry our culture
- Engaged missionally in their family, their workplace, and their wider community.

Available

- Make their time together with their Small Group a priority.
- Foster a culture of care within the context of their disciple-making community.
- At times, they may need to sacrifice their schedule to minister to group members, however this doesn't mean they are contactable 24-7.

Lifelong Learner

- Surrender their leadership to Jesus
- Are teachable throughout their life and spend quality time with Jesus and in the Word of God.
- Able and willing to ask for help, and are open to feedback.

Small Group experience

- Must have recently been involved in and connected to a Small Group, but previous experience leading a group is not necessary.

ROLE EXPECTATIONS AND RESPONSIBILITIES

To the best of their ability, Small Group Leaders are expected to pursue the following:

- Help the group time to run well (aligning with church vision and values, keeping to agreed time, facilitating good conversation and participation, etc)
- Attend the Small Group Leader Equipping night at the start of each term (i.e. 4 times a year)
- Meet 1:1 with their Small Group Coach at least twice a year, as well as ongoing honest communication regarding their personal discipleship and the health of their group
- Take intentional steps towards multiplying (reproducing) their Small Group, including identifying and helping foster new Leaders
- Keep up to date with GRLC and Equip Team communications (emails, SMS, website)
- Live out the 5 areas of discipleship, pursue the 4 key relationships, and champion the GRLC mission, vision and values
- Regularly pray for and encourage others' discipleship growth

See the Leader Handbook for more information on these expectations.

VOLUNTEER RIGHTS

As a volunteer, you have the right to:

- information about the organisation for which you are volunteering;
- a clear understanding of the role;
- know to whom you are accountable;
- be recognised as a valued team member;
- be supported and supervised in your role;
- a healthy and safe working environment;
- be covered by insurance;
- say no if you feel you are being exploited;
- be reimbursed for out-of-pocket expenses;
- be informed and consulted on matters which directly or indirectly affect you and your work;
- be made aware of the grievance procedure within the organisation; and
- orientation and training.

GRLC MISSION, VISION AND VALUES

Our Mission: Disciples wholeheartedly loving, living and revealing Jesus

Our Vision: A disciple-making community growing along the Georges River and beyond revealing the love and life of Jesus for today impacting thousands of lives for eternity.

Our Values:

1. God's presence our priority
2. Led and empowered by the Spirit
3. Grounded in the truth
4. Relationally committed
5. Kingdom focused