

JOB DESCRIPTION

JOB TITLE:	Small Groups & Discipleship Pastor
EMPLOYMENT TYPE:	Full Time, Permanent
HOURS PER WEEK:	45 (5 of which are reflected in the salary as overtime pay)
REPORTS TO:	Lead Pastor

JOB OVERVIEW:

The Small Groups & Discipleship Pastor will give primary leadership and spiritual oversight to ministries of Riverwood Church Community that are focused on adult small groups and discipleship. They will lead the development of all adult small group programming, including content that is aligned with the weekly teaching. This individual will also recruit, train, resource and manage a team of Small Group Ministry volunteers, which will include planning regular training events. As part of the Teaching Team, this individual will also preach during weekend services as scheduled by the Lead Pastor.

TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday. Alternative working hours (evening + weekends) may be required periodically to meet the requirements of the position.

KEY RESPONSIBILITIES:

DISCERNING THE SPIRITUAL VISION FOR RIVERWOOD

5%

- Prayerfully discern the vision and direction that should guide Riverwood's Small Group and Discipleship ministries. This vision is to be ratified and affirmed by the Lead Pastor on an ongoing basis.
- Oversee the effective communication of the vision, direction and progress to the leadership of Riverwood and the entire church.
- Ensure the ongoing development, implementation and evaluation of a yearly written strategic plan and goal process, including metrics, that is in alignment with Riverwood's goals, mission, and values.
- Ensure ministries are moving toward greater effectiveness and alignment with the vision.

SMALL GROUPS

60%

- Create and effectively promote dynamic and engaging Small Group Ministry programs and opportunities, providing clear and effective means for Riverwood attendees to pursue participation in a small group.
- Manage the recruitment, training and ongoing development of volunteer teams that serve in small groups ministries (e.g. small group leaders, mentor leaders, facilitators, hosts, etc.), including regularly scheduled training events.
- Effectively manage communication with volunteers and Riverwood attendees, ensuring timely response and follow-up.
- Resource small groups with curriculum that is in alignment with the weekly teaching and maintain a variety of relevant alternative study resources to provide upon request.

DISCIPLESHIP

20%

- Design, develop and implement initiatives, systems and experiences that teach and grow adults in their faith.

TEACHING THE SCRIPTURES

10%

- Teach and preach to the gathered congregation of RCC, as scheduled by the Lead Pastor. The messages are to be Bible-based and in alignment with the vision and beliefs of RCC.
- On a regular basis, assist with the execution of weekend services and provide an environment conducive to fellowship, worship and belonging.
- Dedicate time to personal spiritual development.

ADMINISTRATIVE/ADDITIONAL DUTIES

5%

- Prepare and manage relevant ministry budget(s).

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. All staff are required to complete the Riverwood Covenant Community course and be in full alignment with the requirements of Covenant Community. It is also expected that every staff member make every attempt to be involved in the full life of the church, attending church services, and church functions

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*