



SMALL GROUP MINISTRY'S GOAL

Championing The Chapel's DNA by helping people grow to be more like Christ through authentic, life transforming small group communities where Bible study, prayer and the development of deep spiritual friendships are able to take place.

POSITION OVERVIEW

As an Area Leader, you will identify, recruit, train and shepherd up to twenty-five small group leaders, equipping them to foster life-transforming and authentic small group experiences within their communities.

GENERAL REQUIREMENTS

1. Alignment with and support of the The Chapel Staff Expectations (as outlined in The Chapel Application for Employment and The Chapel Staff Handbook).
 - The five key areas of values (see our Staff Handbook for detail):
 - i. Culture – Fully embraces and embodies The Chapel's identity and who consistently demonstrates it in everyday life
 - ii. Character – Holistically healthy, inspiring to others, and becoming more like Jesus every day
 - iii. Commitment – Defined by a revolutionary commitment to, and personal sacrifice for, the cause of Jesus Christ
 - iv. Community – Lives authentically and transparently in community and who infuses life into the people around them, naturally helping them to become more like Jesus.
 - v. Competence – Diligently strives for and achieves high levels of performance in the role (as listed below)
2. Model an Authentic Relationship with Christ
 - Model a life and conduct worthy of emulation.
 - Demonstrate a contagious, growing love for God and others.
 - Grow spiritually through consistent, meaningful use of spiritual practices (devotional life, prayer, etc.).
 - Attract others by being authentic, joyful, inspiring and loving.

ROLE RESPONSIBILITIES

1. Model a Growing Relationship with Christ
 - Grow spiritually through the use of spiritual disciplines and through Christian community
 - Model a transforming Christian life that inspires and challenges your leaders to grow
 - Demonstrate a contagious, growing love for God and others
 - Attract others by being authentic, joyful inspiring and loving

2. Demonstrate Commitment to the Chapel
 - Attend weekend service three or more times per month at one of The Chapel campuses
 - Attend Core Gatherings
 - Demonstrate commitment to the leadership of The Chapel (elders, pastoral staff, senior staff leadership)

3. Shepherd Your Small Group Leaders
 - Encourage authentic relationships by being self-disclosing and by facilitating self-disclosure with others
 - Handle conflict biblically and lovingly navigate it toward resolution
 - Contact each small group leader twice a month (provide encouragement, care, support, direction and resources as needed)
 - Pray for each small group leader consistently and share how you are doing this
 - Recognize and celebrate God's activity in the lives of your leaders

4. Train and Equip Your Small Group Leaders
 - Cast vision at every opportunity for authentic community, the value of inclusivity and outreach to those who know Christ
 - Ensure your leaders' attendance at semi-annual Chapel-wide training events
 - Visit each small group and debrief with the small group leader at least twice per year
 - Conduct a huddle quarterly for the purpose of sharing vision, training, and team building
 - Champion the value of inclusivity and encourage your leaders to invite others into their groups
 - Assist and encourage your small groups to engage in one service project/act of compassion during each ministry year
 - Lead your small group leaders in a fun, inspiring, authentic and loving way

Area Leader

5. Recruit Small Group Leaders
 - Identify, interview, recruit new small group leaders
 - Provide basic training and establish small group leaders in their new role
6. Capture and Document One Life Change Story Per Small Group
7. Demonstrate Commitment to Growth
 - Receive training and development from your campus pastor or associate campus pastor
 - Attend semi-annual Chapel-side training events

CORE COMPETENCIES AND KEY BEHAVIORS

1. Activator: An activator is an action oriented individual who transforms strategic plans, innovative ideas and decisions into action.
 - Demonstrates a comprehensive understanding of the ministry's/organization's strategic plan, idea or decision
 - Translates the plan, idea or decision into actionable next steps
 - Delegates and implements next steps
 - Dives into the task, acting on current knowledge and resources rather than waiting for ideal circumstances
 - Learns through reflection on previous actions
 - Creates motion and momentum in others, inspiring them to action
2. Community Builder: A community builder champions the building of transformational community by living out, communicating the value of and actively developing biblical community.
 - Attracts others by being authentic, joyful, inspiring and loving
 - Demonstrates relational availability, accessibility and openness
 - Displays and encourages others-centeredness in action and speech
 - Reaches out to new individuals and models inclusivity
 - Asks engaging questions and seeks to draw others into conversation
 - Seeks to understand others and builds a non-judgmental culture
 - Exercises focus and intentionality in strengthening relationships
 - Lives out and passes on the value and importance of healthy relationships and biblical community
 - Resolves conflict biblically and graciously and replicates that approach in others

3. Encourager: An encourager comes alongside others to offer help, strength and comfort.
 - Encourages and reassures those who are discouraged
 - Points others to biblical truth and helps them find hope in God's character, power and promises
 - Reassures those who need to take courageous action and challenges others in love to help them grow spiritually
 - Affirms the value and worth of others
 - Highlights and celebrates steps in personal, professional and spiritual growth

4. Equipper: An equipper actively pursues the development of others through the provision of resources, next step opportunities and feedback.
 - Demonstrates a passion for and commitment to developing others
 - Uses appropriate methods and a flexible interpersonal style to help others develop their capabilities
 - Provides effective coaching, training and next step opportunities for individual and team growth
 - Offers information, advice, suggestions and specific, actionable feedback to help others become more successful
 - Expresses confidence in others' ability to be successful, recognizes and reinforces growth in others and celebrates their wins
 - Advocates for and actively builds a developmental culture

5. Integrator: An integrator seeks to demonstrate God's love to others by approaching new/unconnected individuals, engaging them in significant dialogue and helping them discover meaningful connection.
 - Models inclusivity and actively seeks to involve those who are unconnected, left out or marginalized
 - Greets others and asks engaging questions
 - Listens actively and attentively and notes an individual's questions, areas of interest or concerns
 - Introduces an individual to others who share his/her areas of interest
 - Identifies and promotes meaningful connection opportunities
 - Tracks and continues to follow up with those he/she has met
 - Manages a broad network of relationships
 - Exhibits resilience and a willingness to navigate difficult/awkward interactions
 - Demonstrates an others-centeredness that results in a willingness to step out of his/her "comfort zone"

6. Interpersonal Effectiveness: An individual who displays interpersonal effectiveness relates well with others and responds appropriately to their needs and feelings.

- Greets team members and students with a warm, inviting and positive attitude
 - Demonstrates attentive and active listening by giving full attention to what other people are saying, taking time to understand the points being made, asking clarifying questions and not interrupting at inappropriate times
 - Reads non-verbal cues and body language to interpret others' feelings and respond to their unspoken concerns
 - Recognizes urgent situations and communicates that others' issues matter through empathetic, intentional and purposed responses
 - Shows compassion, composure, empathy and sensitivity in difficult situations
 - Acknowledges others' concerns in spite of disagreement and approaches others about sensitive issues in non-threatening ways
 - Provides feedback in a positive, friendly manner
 - Holds a high regard for confidentiality
7. Motivator: A motivator inspires others to service and excellence by identifying the significance of their contributions and highlighting the kingdom impact from their service.
- Identifies and provides meaningful ministry opportunities
 - Encourages others by communicating the significance of their efforts and the potential for kingdom impact
 - Finds creative ways to make people's work rewarding
 - Acknowledges and shows appreciation to others for their contributions
 - Recognizes and rewards people for their achievements
 - Identifies and promptly tackles morale problems
 - Highlights kingdom wins regularly and celebrates them
8. Recruiter: A recruiter connects an individual with meaningful ministry opportunities that enable him/her to use his/her gifts, talents and passions.
- Demonstrates an understanding of and alignment with Chapel DNA and values
 - Is aware of the specific serving opportunities that exist within a ministry and can articulate the core competencies and key behaviors of those opportunities
 - Engages others in a winsome, inviting and engaging manner
 - Listens effectively to determine another's gifts, skills and passions
 - Discerns potential ministry opportunities that fit the individuals gifts, skills and passions
 - Presents a compelling vision for a ministry opportunity, clearly articulating the ways in which that opportunity advances God's kingdom
 - Makes a compelling ask to the potential volunteer to join his/her ministry team
 - Follows up on the ask and provides information, support and prayer throughout the decision making process

Area Leader

- Connects the individual with ministry team or researches/recommends other potential ministry opportunities for the individual
9. Shepherd: A shepherd identifies where people are at, provides guidance for the whole person and helps individuals take their next steps relationally, emotionally and spiritually.
- Builds meaningful relationships with others
 - Perceives where others are at and recommends next steps for growth
 - Provides devotional leadership, counsel and meaningful spiritual encouragement
 - Challenges and confronts others in a loving and non-judgmental manner
 - Highlights and celebrates individuals' growth
 - Leads others toward increased levels of engagement
10. Team Builder: A team builder uses group skills and team building strategies to strengthen relationships among group members; improve motivation, communication, support and trust among group members; and inspire the group to maximize its potential and achieve its goals.
- Provides opportunities and activities for members to get to know each other and forge meaningful relationships
 - Creates a warm and friendly environment where people can share openly without fear of repercussion
 - Guides group discussions/activities in a way that is fun, inspiring, loving and leading to life application
 - Encourages authentic relationships by being self-disclosing and by facilitating self-disclosure among group members
 - Develops a high level of trust among team members and addresses anything that is detrimental to that trust
 - Demonstrates active listening and encourages group members to do the same
 - Facilitates conflict and resolves it biblically
 - Evokes productive and meaningful participation from others
11. Team Leader: A team leader oversees a ministry team, promotes ministry excellence and inspires growth in others through support and feedback.
- Shepherds the team by providing devotional leadership, counsel and meaningful spiritual encouragement
 - Provides resources and training
 - Sets clear expectations and holds team members accountable for them
 - Coaches the team to know what a "win" looks like
 - Provides clear, timely, specific and actionable feedback to promote growth among team members
 - Expresses appreciation, values team contributions and gives sincere verbal affirmation as frequently as possible

Area Leader

MINISTRY:
Campus Ministries

- Positions the team for success by leveraging the talents of team members with a keen understanding of their strengths and limitations
- Models a commitment to consistently raise the overall level of excellence

DAY/TIME: Varied

AVERAGE HOURS PER WEEK: Part-time, 12-15 hrs/week

SUPERVISOR: Campus Pastor or Associate Campus Pastor