



## Ministry Description

### Intern Director of Groups, Mountain City Church

#### **Principal Function:**

The Intern Director of Groups is responsible for directing and coordinating efforts to ensure all people at MTN City have the opportunity to engage in Groups and are cared for while part of MTN City. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings in the Groups structure as well as recruiting, equipping and developing new and competent leaders. Specific opportunities include Group HUB coordinator, coaches and leaders and the variety of on-boarding, training and on-going equipping, along with HUB event planning and support.

**Working Relationships:** Directly accountable to the Senior Director of Spiritual Development

#### **Responsibilities:**

##### **1. Vision, Values and Standards:**

- Maintain and facilitate a professional environment which is based in the shared belief in the mission, vision, and values of MTN City. Encourage, motivate, challenge, and lead staff to develop their greatest potential in their respective positions.
- Uphold and live out the strategy of Capture, Inspire, and Equip.
- Be able to execute the vision of the Lead Pastor, especially in Groups.

##### **2. Leadership:**

- Develop, implement and oversee infrastructure and strategies for ongoing equipping and growth of Groups team, including the weekend as primary place to connect guests to Groups.
- Recruit, interview, train and mentor leaders, and recruit and equip hosts of monthly group leader training (every 4th weekend as needed and 3x a month during groups kick-off).
- Coordinate semester Groups Kick-Off with HUB leaders.
- Provide pastoral leadership overall for Groups leaders and members as needed; plan regular meetings and coordinate celebrations of team accomplishments.
- Oversee and manage small groups' data administration in church database.
- Oversee Groups visits throughout semester, equipping HUB leader and coaches.

##### **3. Training and Support**

- Coordinate with leaders the on-boarding requirements for Group leadership and ensure they attend Front Door to become a member. Interview and communicate with anyone who has completed their Membership to be a Group Leader.
- Resource all teams with necessary scheduling, communication & leadership tools to include Groups directory, database, website or any other means.

##### **4. Communication:**

- Coordinate all communication from MTN city to Groups leaders.
- Attend Front Door as needed to cast vision for Groups.

##### **5. Metrics:**

- Oversee accuracy of metrics and information tracking of Groups.
- Research best practices and collect data from churches MTN City is benchmarking (Northpoint, Church of the Highlands, Life.Church, etc)

**6. Event Management:**

- Lead the planning, organization and coordination of HUB events.
- Ensure the Experiences Team has all necessary information to assist in communicating and advertising any Groups events.
- Ensure the Groups team is managing and coordinating non-weekend essential events including, but not limited to, Camps and Retreats, Concerts, Conferences, Group Meetings, etc.

**Position Requirements:**

- Demonstrates Character, Competency, Chemistry and Commitment while modeling the virtues of an Ideal Team Player – Humble, Hungry, Smart.
- Modeling and championing the Mission, Vision, Values and Standards of MTN City Church.
- Being a tithing, Member in good standing at MTN City Church.
- Attendance at a weekend service and participation in a Group.
- Obeying the MTN City Church Staff Policies & Procedures.
- Respond to email, phone call, and text messages in a timely fashion.
- Any additional requirements set by the Direct Report.

**Measurements:**

The Intern Director of Groups will be evaluated by the following quantifiable measurements:

- All groups dashboard metrics including but not limited to:
  - Group Leadership positions filled by semester.
  - Total number of Groups by semester.
  - Total number of people in Groups by semester
  - Number of people in Group Leader training each semester.
- Communicating the standards and processes between Groups and other departments.
- Building and maintaining relationships that are needed to support and execute team goals.
- Planning and stewardship of Ministry Budgets and Resources.

I have read the above job description and agree to fulfill the above-mentioned responsibilities and requirements.

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Signature

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Date