CALVARY LUTHERAN CHURCH

Position: Connect Group Coordinator

Purpose: Expand and strengthen Connect Groups so that all who call Calvary home can grow in faith and experience care in small groups of 8-12 people.

The model of caring ministry at Calvary Church begins within the small group. Small groups are the place where people can be comfortable asking for support from others, as well as providing support to those in their group. The long-term goal is that 80% of Calvary's worship attendance will be connected in small groups.

The Connect Group Coordinator will meet that goal by helping people find a meaningful community at Calvary by supporting the leaders and systems that make our small groups thrive. This role oversees the organization of Connect Groups – helping launch new groups, equipping and encouraging leaders, coordinating communication, and ensuring groups have the resources they need to grow. The coordinator keeps a pulse on group health, connects new participants during congregation-wide group launches (1-2 times per year), and works with church staff to align Connect Groups with our mission of leading people to a lifelong faith in Jesus Christ.

This person will work closely with the Executive Pastor to engage Connect Group leaders and participants. This person will demonstrate the ability to manage and build strong relationships with a diverse group of congregation members.

Hours: 20 hours per week.

Benefits: Flexible work schedule.

Key Job Duties & Responsibilities:

1. **Group Leader Development:**
    a. Provide clear and ongoing training, encouragement, and coaching to Connect Group leaders.
    b. With support from Calvary's Pastors and Program Team, equip leaders with tools, best practices, and resources to foster healthy, disciple-making groups.
    c. Regularly check in with leaders to support challenges, celebrate wins, and ensure alignment with the church's mission.
    d. Identify and recruit potential new leaders, helping them take their next step into leadership.

2. **Group Systems and Organization**:
    a. Coordinate logistics for signing up for and launching new groups, onboarding leaders, and distributing curriculum.
    b. With support from Calvary's Pastors and Program Team, maintain and update Connect Group materials, discussion guides, and leader resources.
    c. Oversee group sign-ups, database accuracy, and workflow systems to keep information organized and accessible.
3. **Group Care**
    a. Build relationships with leaders and group members to create trust and community.
    b. Monitor group health and proactively support groups navigating conflict, transitions, or specific needs.
    c. Encourage new Calvary participants to join a group that best fits their season of life and spiritual journey.

Required Qualifications:

- A passion for what God is doing in your life and Calvary's mission - leading all people to a lifelong Jesus Christ.
- Bachelor's degree or equivalent experience
- Minimum of 5 years leadership experience
- Demonstrated ability to manage teams
- Demonstrated ability to recruit volunteers and train leaders

Working Conditions:

- Reports to Executive Pastor
- Hybrid work environment (in-office and at home)
- Schedule will include night and weekend work
- Local area travel required
- Light lifting required (up to 20 pounds)

Send résumé and cover letter to office@calvaryalex.org