HIGHLANDS CHURCH

Minister of Groups

The Groups Minister is responsible for structuring, leading and overseeing all small groups and group leaders to ensure alignment with the mission and vision of Highlands Church, specifically to Love God, Love People and Make Disciples. This role requires a strong understanding of the beliefs, ministry philosophy and discipleship strategy of Highlands, along with the ability to equip staff and key leaders to effectively carry out that vision. The Groups Minister provides spiritual leadership, strategic direction and ministerial oversight for the Groups Ministry, Volunteer Leaders and Staff; helping create environments where people can grow in community and spiritual maturity.

Provide Direction and Leadership

- Lead and oversee the Groups Ministry, ensuring all groups and group leaders remain aligned with the mission, vision, values and strategy of Highlands Church.
- Develop and maintain a clear structure for groups that promotes healthy community, spiritual growth, evangelism and leadership development.
- Recruit, develop and empower group leaders to effectively shepherd and lead their groups.
- Provide coaching, support and best practices to group leaders to strengthen ministry effectiveness.
- Identify and develop key leaders (ex: Shepherds) who can provide additional care and oversight within the Groups Ministry.

Train and Equip

- Develop and implement training strategies, resources and curriculum to equip group leaders for effective leadership and discipleship.
- Communicate clear ministry goals, expectations and success measures for group leaders.
- Equip group leaders to foster environments of spiritual growth, authentic community and outreach.
- Train leaders to encourage discipleship, member care and multiplication through inviting and developing new leaders.
- Model discipleship by actively investing in and mentoring others.

Pastoral Care

- Provide pastoral care, support and biblical guidance to group leaders and group members as needed.
- Assist in responding to care needs within the Groups Ministry, including crisis support, hospital visits, and follow-up care as appropriate.

Communication and Administration

- Provide consistent communication to staff and group leaders regarding ministry updates, resources, training and support.
- Coordinate with ministry staff, administrators and volunteer leaders to ensure timely distribution of materials and effective ministry organization.
- Maintain systems, processes and communication channels that support a healthy and scalable Groups Ministry.

Education and Experience

- Bachelor's Degree in theology, biblical studies, or other related fields preferred. M.Div. is a plus.
- Has a minimum of 5 years of experience as a pastor/minister with a proven track record of effective leadership and judgment.

Knowledge, Skills and Abilities

- ➢ Strong knowledge of Scripture, biblical discipleship and principles of pastoral care.
- ➢ Thorough understanding of Highlands Church's mission, vision, values, beliefs and discipleship strategy.
- ➢ Ability to lead, develop and shepherd volunteer leaders and ministry teams.
- ➢ Strong relational and interpersonal skills, with the ability to build trust and influence others.
- ➢ Ability to teach, equip, coach and mentor leaders toward spiritual growth and ministry effectiveness.
- ➢ Strong verbal and written communication skills, including public speaking and group facilitation.
- ➢ Ability to provide biblical counsel, encouragement and care in sensitive situations.
- ➢ Strong organizational, strategic planning and administrative skills.
- ➢ Ability to manage multiple priorities, solve problems and adapt in a fast-paced ministry environment.
- ➢ Ability to work collaboratively with pastors, staff, volunteers and church members.
- ➢ Proficiency in basic office technology, church database systems, and communication tools.

Spiritual Requirements

- Is a committed follower of Jesus Christ.
- Willing to become a member and attend Highlands Church, subsequently agreeing to Highlands':
    - Statement of Faith
    - Statement on Marriage and Sexuality
    - Highlands Bylaws, Article 7.5 – Church Discipline
- Abides by the policies and procedures of Highlands Church
- Strives to uphold the culture of L.I.F.E.
    - Love: 1 Corinthians 13:4-8
    - Integrity: Hebrews 12:1-2
    - Fun: Ecclesiastes 2:24-25
    - Excellence: Colossians 3:23