



Position Title:	Groups Pastor	Supervisor:	Lead Pastor
Department/Group:	412	Hourly / Salary:	Salary
Hours/week:	40hrs	Typical Schedule:	Sunday-Thursday

Primary Purpose of Position	To provide vision, leadership, oversight and pastoral care for the adult discipleship process. Build & provide leadership and care for a network of small groups.
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Essential Functions:

- Be responsible for the preparation and delivery of Spirit-filled and inspirational teachings regularly both at discipleship events and upon request of the lead pastor serve on the Sunday teaching rotation.
- In partnership with your supervisor, be responsible for the development and execution of vision for groups ministry and adult discipleship aligning all ministry efforts with the vision, mission and values of East Hill church.
 - To develop programs and activities which enhance discipleship growth, relational connection and promote unity in the East Hill family.
 - Be the chief culture creator and keeper of groups ministry at East Hill.
- To recruit, inspire and build effective teams to accomplish strategic goals and objectives.
- To raise up, disciple, and release new leaders into effective ministry.
- To develop and maintain a healthy and effective communication process for small group leaders, group participants and congregation members which helps them be informed and engaged.
- Plan and execute large scale events for mens, womens and marriage ministry such as, but not limited to, Retreats, Missions Trips and Conferences.
- Oversee the Discipleship department budget.
- To take the lead on facilitating pastoral care duties (i.e. hospital visits, pre-marital counseling, weddings, funerals, pastoral counseling etc..)

Job Requirements:

- Your first and primary responsibility is to cultivate your own spiritual formation.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EHCF employee handbook.

- Active member of EHCf or become a member within 1 year of hire.
- Able to maintain a high level of integrity, discernment, discretion in caring for people and sensitive, confidential information.
- Excellent teamwork and management abilities for ministry teams and multiple projects. Effective and relational written and communication skills for all areas of ministry.
- Effective skills in time management, organization, self-initiative and working under pressure.
- Self-motivated to study and improve knowledge and skill in areas of responsibility. Ability to research/analyze information appropriate for church ministry.
- Ability to adapt, flex, and shift in response to changing priorities, fluctuating deadlines, and interruptions.
- Display emotional health-be willing to undergo personal traits evaluations as part of the onboarding process such as Enneagram & DISC.
- Display integrous financial management practices.
- To work cross departmentally and in partnership with other East Hill ministries.
- Provide a monthly report for your supervisor and church council that includes attendance and engagement and testimonies from your areas of oversight.
- Set a standard of timely completion for all ministry, budget, and project deadlines through exemplary planning.
- To actively participate in all staff meetings and activities.
- Other duties as assigned.

PREFERRED SKILLS, QUALIFICATIONS AND EDUCATION:

- B.S. degree in pastoral ministry or equivalent.
- Licensed Foursquare Pastor or obtain a pastoral license with the Foursquare denomination within two years.
- Proven leadership skills even under pressure including the ability to effectively deal with difficult people in a pastoral manner.
- Be a proven team builder.

PHYSICAL DEMANDS:

- Walking and/or sitting for up to eight hours daily, lifting up to 25 pounds, able to carry objects up and down stairs, office equipment operations.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Andrew Hayworth	Date:	4/28/26