

**All Souls Unitarian Universalist Congregation**  
**Job Description of Committee Chair or Ministry Team Leader**

**Committee or Ministry Team:** Small Group Ministry (SGM) Team

**Date:** 10/18

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**MISSION STATEMENT:** *All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.*

**VISION STATEMENT:** *All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.*

1. How does this committee support the mission and vision of All Souls?

This committee coordinates the SGM Program at All Souls. SGM nurtures life-long spiritual development and allows people to know one-another at a deeper level and to explore their own spirituality and sense of connectedness to the congregation.

2. Specific responsibilities:

- Recruit SGM facilitators
- Train SGM facilitators
- Support SGM facilitators through group meetings and individual contact
- Arrange with the minister to attend the facilitator support meetings that occur 2 to 3 times per year
- Publicize SGM through-out the year
- Run SGM-lite sessions in the summer
- Arrange for sign-up sheets and formation of new SGM groups

- Set up needed support systems to assure smooth running of groups (e.g. arranging for childcare to be provided for SGM groups of parents with young children)
  - Write SGM sessions using a standard format
  - Updates the SGM information pamphlet for use on the Welcome Table and in the pamphlet rack
3. Knowledge and skills for SGM Team members:
- Have successfully participated in a SGM
  - Have successfully facilitated a SGM
  - Ability to work well and flexibly with other steering team members
4. Estimated number of hours per month:
- There are no regular meetings but the team meets as needed throughout the year. Some months (e.g. when training new facilitators) 15 hours. Other months 2 or fewer hours are needed
5. Position term:
- 2 years
6. This team coordinates with (indicate other teams or committees):
- Worship (around publicizing SGM)
  - Support and train facilitators for any other teams which want to use the SGM structure and/or format for their own ministries (Exploring All Souls, Youth Group, Coming of Age parents, Addiction Ministry, etc.)
7. Additional relevant information:
- There is no single leader for the SGM Steering Team. Any of the steering team members can and do fulfill the role of the chair.