



Small Group Coordinator for Adult Discipleship

Position Type: Non-exempt
Category: Regular, Part-time (25 Hours)
Classification:
Reports to: Pastor of Adult Discipleship

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The Small Group Coordinator for Adult Discipleship will work as part of the Adult Discipleship Team and be specifically focused on maintaining and growing the small group ministry while providing departmental support and leading other ministry projects as needed. This position requires occasional Sunday and evening work.

RESPONSIBILITIES

Small Group Ministry

- Provide leadership for the St. Luke's Small Group Ministry
- Develop Small Group Leadership Team
- Develop a deep understanding of the St. Luke's Discipleship Pathway and help people become fully engaged at St. Luke's.
- Assist group leaders with curriculum selection, in line with Discipleship Pathway.
- Work with Director of New Here Ministry to ensure first time guests move along the Discipleship Pathway and into the life of the church through quarterly Steps Groups.
- Oversee Small Group launches twice a year.
- Communicate with leaders about group next steps, open spots, curriculum needs.
- Strengthen relational impact by connecting with groups on a set rotation.

- Use Rock Spiritual Gifts inventory to identify and recruit new group leaders.
- Work to meet departmental growth goals by filling existing groups, ensuring new people get connected, and intentionally targeting people not yet in a group.
- Produce weekly small group guides during designated sermon series throughout the year.
- Work closely with Administrative Assistant to track group/class/connection metrics to demonstrate growth.
- Keep Pastor of Adult Discipleship informed of changes/needs/concerns/celebrations from groups.
- Lead a St. Luke's small group.

Work as Part of a Staff Team

- Attend weekly Staff Chapel
- Attend weekly Adult Discipleship Team Meeting
- Be committed and intentional in growing in personal faith journey
- Practice honest communication within department and with colleagues

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's Degree
- Strong communication, leadership, organization, planning, creativity, and volunteer development skills.
- Skilled at idea implementation and follow through.
- Proficiency in Microsoft Office and Zoom; willingness to learn other programs as needed.
- Currently involved or willing to become involved in the St. Luke's worshipping community.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.