

**Pastor of Small Groups**  
**Spruce Grove Alliance Church**  
**Direct Report: Lead Pastor**  
**Hours: Full-time**  
**Submit Resumes to: [brent.foster@sgac.net](mailto:brent.foster@sgac.net)**

### **Overview**

- Our mission at Spruce Grove Alliance Church is to “Know Jesus, Know One Another & Make Jesus Known”
- The Pastor of Small Groups will be a high-capacity leader that will help guide the church to live out that mission
- The Pastor of Small Groups will primarily be the champion for spiritual development through small groups

The Pastor of Small Groups role will fall into the following categories:

- 70% Small Group Discipleship
- 10% Men’s Ministry
- 10% Preaching
- 5% Pre-Marriage Ministry
- 5% Other Pastoral Leadership

We are looking for:

**A Strategic Big Picture Leader** – The ideal candidate will be someone who sees the big picture clearly. They will have a deep understanding of the systems and programs it takes to create and maintain a network of small group communities that make up the larger body.

**An Equipper of Leaders** – The ideal candidate will be someone who is a developer of leaders. They have the ability to insatiably recruit and train capable leaders to be deployed in ministry. They are someone who does not create dependency but capacity in their leadership - they empower others to lead and they multiply their leadership through developing leaders.

**A Collaborative Leader** – The ideal candidate will be someone who develops teams and works well in a team environment. They are able to see how their ministry integrates into the larger ministry of the church. They are someone who contributes leadership insight and synergy to the pastoral staff.

**A Decisive & Driven Leader** – The ideal candidate will be someone who makes decisions in a timely manner that reflects the vision and values of the church. They will be able to design a clear course of action and will be driven to make the vision happen.

### **Detailed description:**

#### **70% Small Groups**

- Be the champion of Small Group Discipleship at SGAC

- Be passionate about helping people live out our vision of “Knowing Jesus, Knowing One Another & Making Jesus Known” within small groups
  - Develop and maintain an ever-increasing network of smaller discipleship communities that make up the larger corporate body
  - Be an equipper of leaders - Recruit and train capable small group leaders empowering them with all the tools they need to facilitate their groups
  - Provide multiple training events each year for small group leaders for coaching, feedback and skills development
  - Create a combination of Low, Medium & High engagement small groups that meet people at various stages in their spiritual development
  - Continually cast inspirational vision for small groups with the congregation - champion people to join small groups and continually communicate with the congregation the small group discipleship options.
  - Maintain a pulse on the needs of the small groups and small group leaders. Address ongoing concerns within the small group ministry.
  - Work with the Lead Pastor regarding the spiritual pulse of the church and dream of ways to further disciple the church through small groups.
  - Find ways for our small groups to be on mission and serve our local community
- Our small groups will sometimes select their own material to study and sometimes follow the Sunday AM sermons
- Manage curriculum and provide suggestions and options for small group leaders when needed
  - Facilitate small group discussion questions based on Sunday AM sermons when needed

### **10% Men’s Ministry**

Be the champion for men’s ministry at SGAC

- Train and equip a leadership team to execute men’s ministry initiatives
- Facilitate through this team occasional events that engage the hearts of men
- Create men’s only small groups around discipleship issues that men face

### **10% Preaching**

- Join the Sunday AM preaching team – preach approx. 6-8 times / year
- Occasionally work with the lead pastor on sermon topics, ideas and development

### **5% Pre- Marriage Ministry**

- Be the first contact for people wanting to be married at SGAC – develop a pathway for pre-marital counseling for each couple
- Develop a team of lay mentors to provide the majority of the pre-marriage mentoring
- Be available to perform wedding request not addressed to other pastors

### **5% Other Pastoral Leadership**

- Manage budgets for small groups and men’s ministry

- Occasionally help with Sunday AM stage time – eg. Announcements, Welcome, Prayer, Baptisms, Child Dedications etc
- Maintain ongoing communication with staff, ministry leaders, the church and community – via email, phone, meetings, website, social media etc.
- Engage in pastoral counseling when needed
- Be available to perform funerals and other pastoral duties as required

### **Other Expectations**

- Be a committed member of SGAC who is passionate about our vision of “Knowing Jesus, Knowing One Another & Making Jesus Known”
- Develop a personal MAP (Ministry Action Plan) every year and meet with the lead pastor every month to discuss progress and ongoing ministry needs
- Keep regular office hours and communicate with the lead pastor ministry time outside the office. Be at weekly staff meeting fully engaged
- Take a regular day off each week as a Sabbath rest
- Be present at Sun AM worship and engage with the people
- Attend and support church wide functions outside Sun AM
- Be someone who demonstrates humility in their disagreements with others and deals with their interpersonal issues directly with the person involved (Matt.18 model)
- Be someone who is emotionally mature and has a teachable spirit
- Be someone with the 3 C’s – Character, Competency, Chemistry. This means they show evidence of growing in Christ-like character, have the skills and gifting necessary for the ministry, and be a good fit with our values and philosophy of ministry here at Spruce Grove Alliance Church.
- Agree with our church’s C&MA statement of faith
- Accreditation – be accredited within the Christian Missionary and Alliance or be eligible for accreditation
- Education – Biblical & Theological training in Bachelor or Master’s level
- Experience – minimum of 5 years’ experience in local church ministry