

# SpiritGroups Program Leader

**Reports to:** Senior Minister(s).

The SpiritGroups Program Leader (SGPL) is primarily responsible for the overall effectiveness of SpiritGroups, the small group ministries program. In addition, the SGPL guides, inspires, trains and equips Host/Group Leaders in their respective roles. The SGPL is also charged with maintaining program excellence and coordinating all aspects of the small group ministries program including evaluation of system and Host/Group Leaders.

## **Skills needed:**

- Has strong interpersonal skills
- Demonstrates excellent organizational skills
- Uses effective communication skills
- Models good leadership skills
- Is able to use and/or learn computer systems efficiently
- Is able to create and/ or learn PowerPoint and present presentations

## **Qualifications:**

- Is a governing (voting) member of the ministry
- Has completed the SpiritGroups Train the Trainer training
- Has completed the Q Process™
- Has previous training experience
- Has previous group facilitation experience

## **Accountabilities:**

We count on our SpiritGroups Program Leader for:

- Overseeing the SpiritGroups Program
- Recruiting and interviewing potential Hosts/Group Leaders
- Training new Hosts/Group Leaders
- Identifying groups moving forward out of Host training
- Developing a schedule for promotion and kick-off
- Announcing openings for new Hosts/Group Leaders
- Tracking all aspects of system including Hosts/Group Leaders, groups and group members' attendance
- Ordering and maintaining materials
- Conducting weekly huddles with new Hosts
- Conducting ongoing Leaders leadership development for Hosts and Group Leaders
- Providing ongoing training and support to Hosts/Group Leaders (one-on-one and group via in-person trainings, calls, Skype, Facebook)
- Participating in SpiritGroups Mastermind process
- Contributing to SpiritGroups Program Leaders Facebook
- Planning and implementing Celebration Events
- Reporting to minister
- Attending any meeting with staff, as necessary
- Attending any conferences and ongoing leadership trainings, as necessary
- Serving as a host, as necessary