Small Groups Committee
Job Description

Purpose: To provide oversight and support for the healthy functioning of and communication
between Assembly small groups.

Composition: 2-4 persons + the Pastor of Faith Formation

Term:
1. Members of the committee serve 3-year terms.
   a. Initial committee members will serve staggered terms: 2024-2025, 2024-2026,
      2024-2027. Subsequent committee members will be appointed for 3-year terms.
2. Discerned by the congregation following the guidelines for the Leader Selection Process.
3. Accountable to Leadership Group.
   Pastoral team contact: Pastor of Child, Youth, and Adult Faith Formation

Committee Responsibilities:
1. Organize periodic small group reps meetings (4 or more times per year)
2. Organize and monitor the Shuffle process
3. Provide greater opportunities for people to join/forms groups throughout the year
4. Check-in with each small group 2x a year
5. Develop and provide resources for SGs (e.g. discussion questions, best practices, adult
   faith formation, …)
6. Consider events and trainings to further small group life

Time Involved:
● Meets about monthly from August-May, with additional meetings as needed during the
  small group shuffle process.

Qualifications:
● 1. Active participant in the congregation.
● 2. Has experience with Assembly small groups through past participation in 2 or more
  small groups.
● 3. Willing to work alongside and collaborate with others in overseeing Assembly small
  groups.
● 4. Has an understanding of and commitment to Assembly's mission and vision.

KSS 10/2023
Approved by AMC Leadership Group, Jan 15 2024

Explanation of Staggered Terms:
 Each year we add one new person for a 3-year term.

2024-2025 (1 yr) – 2025-2028 (3 yr) - 2025-2028 (3 yr) - 2025-2028 (3 yr) - 2028-2031 (3 yr) -
2024-2026 (2 yr) – 2024-2026 (2 yr) - 2026-2029 (3 yr) - 2026-2029 (3 yr) - 2026-2029 (3 yr) -
2024-2027 (3 yr) – 2024-2027 (3 yr) - 2024-2027 (3 yr) - 2027-2030 (3 yr) - 2027-2030 (3 yr) -

2028-2031 (3 yr)
2029-2032 (3 yr)
2027-2030 (3 yr)