



LEAD ASSOCIATE OF ADULT GROUPS

JOB OVERVIEW: We are seeking a driven, detail-oriented individual to lead our Groups ministry. This individual will play a pivotal role in fostering a healthy and growing Life Group ministry. This leader is dedicated to equipping, mentoring, and supporting the development of Life Group Leaders within a church community of close to 100 groups. The position requires a passion for discipleship, strong organizational skills, and the ability to create an environment where Life Group Leaders feel empowered and equipped to lead.

OBJECTIVE: To provide leadership to the various Groups (Care, Bible Studies, Life, Prayer and Professional) which includes but is not limited to providing care, development, recruitment, support, and training. As well as providing practical and spiritual support in various areas of Adult programming for the purpose of advancing the mission and vision of Valley Church.

EMPLOYMENT STANDARDS:

Education: Bachelor Degree or equivalent required or higher preferred.

Experience: 2+ years experience in Adult Ministry developing leaders in a fast paced environment.

Church Home: Must be a regular and involved attender at Valley Church.

COMPENSATION/STATUS: Full-time, 45-50 hours a week.

RELATIONSHIPS of this Lead Associate of Adult Groups ...

Reports to: Director of Christian Ministries

Serves: Other All Groups, Core leaders, staff and members as directed

ROLE: The Lead Associate of Adult Groups IS

- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.
- **Culture Setter:** Sets the tone, mood, and atmosphere for the entire staff through a consistently joyful, loving, thoughtful, and winsome attitude and service.
- **Coach/Team Builder:** Prepares and motivates others to winsomely and effectively share the Good News within their own spheres of influence. Leader of leaders
- **Communicator:** The primary communicator to Life Group leaders and to Life Group staff.
- **Connector:** Values connecting Life Groups to our other ministry areas, especially God-Centered Worship and Community Bridges.
- **Leadership Ambassador:** Faithfully and positively represents the Executive Pastor in all settings and with all people. Excels in tactfulness toward everyone. Gracious and unflappable in a busy and diverse environment. Understands both church and community audiences and people.
- **Ministry Organizer:** Helps to organize the schedule, office, responsibilities, appointments, travel, and tasks necessary to help the Adult Ministry excel.
- **Solution Specialist:** Able to constructively identify problems and find creative solutions.

October 1, 2025



- **Reproducer:** With the entire staff, reproduces leaders, followers of Christ and Life Groups.

PERSONALLY: The Lead Associate of Adult Groups IS

- **Conflict resolver:** Able to work through interpersonal conflicts, ministry misalignment, or issue of sin. True peacemaker.
- **Time manager:** Does not require external systems to prioritize; is intrinsically motivated.
- **Discreet and trustworthy:** Has unwavering loyalty to Christ, the Adult Ministry Leadership and Core Leaders and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.
- **Co-laborer:** Helps senior leaders to achieve mission-aligned goals of our church.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Friend to All:** Naturally makes others feel comfortable, asks great questions, discovers people's stories. Effective in building authentic relationships with people with diverse ideologies and backgrounds (ethnic, religious, socioeconomic, age, etc.)
- **Gospel Sharer:** Personally experienced and passionate about winsomely sharing the Good News to see those far from God become disciples.
- **Highly Relational:** Loves, enjoys and excels at building Christ-centered relationships. Skilled at relating to individuals within the church as well as unchurched members of the community.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace. Able to quickly change direction as needed and consistently responds positively to busy, changing environments.
- **Self-aware individual:** Knows where they are weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Servant Leader:** Has the ability to work with a broad range of people groups serving their needs.

SUCCESS of The Lead Associate of Adult Groups is defined by ...

- **Growth and Retention of Group Volunteers:** Increase in group leadership, knowledge and retention of that mirrors the growth of the overall Church.
- **Mobilized Spiritual influencers:** Valley attenders are developing authentic friendships with people who are not Christ followers, having spiritual conversations and effectively sharing the Good News.
- **Making disciples:** People are meeting Jesus and growing in their faith.
- **Passionate alignment:** Excitement about the mission, values, strategy, and impact of our church.
- **Growing intentionally:** Every year more people are attending, meeting Christ, taking steps, and participating than were in the previous year.
- **Balanced and healthy groups:** Groups have an excellent balance of "share, study, support, and serve." Groups are relationally healthy.
- **Volunteer and leadership development:** The ministry is led by capable, trained, and aligned volunteers.