

Job Description

Type: Volunteer Position

Title: Small Group Ministry Coordinator

Position Overview: Deerbrook Covenant Church is seeking a dedicated and spiritually mature volunteer to lead and oversee our Small Group Ministry. This individual will cast vision, coordinate leaders, and help our congregation grow in authentic community and discipleship through meaningful small group experiences.

On-Going Time Commitment: Approximately 4–8 hours per month, including leader meetings, planning, communication, and coordination with elders & staff. Attendance at relevant church services and ministry gatherings is expected.

Term of Service: This is a two-year volunteer commitment, with the possibility of renewal by mutual agreement. A six-month review will be conducted to support the volunteer's growth and address any needs

If not interested in renewing the position, then an effort to find a replacement needs to begin 6-months before the end of the 2-year commitment to allow for training, shadowing, and a smooth transition

Primary Responsibilities

- Recruit, train, and support small group leaders across the congregation
- Develop and maintain a structure for launching new groups and sustaining existing ones
- Collaborate with pastoral staff to align small group curriculum and themes with the church's broader vision and sermon series
- Create a caring, accountable environment for group leaders through regular check-ins and leader gatherings
- Track participation and group health, identifying gaps in coverage across life stages and demographics
- Communicate small group opportunities to the congregation through bulletins, announcements, and digital channels
- Facilitate a smooth onboarding experience for new members connecting to a group
- Assist in finding curriculum resources, in partnership with pastoral leadership

Qualifications

- Active member of Deerbrook Covenant Church in good standing
- Personal commitment to Jesus Christ & a lifestyle consistent with the church's values & beliefs
- Previous experience participating in or leading a small group
- Strong relational and organizational skills
- Ability to work collaboratively with staff, volunteers, and group leaders
- Heart for discipleship and building genuine Christian community
- Ability to commit to the full two-year term

Reporting Relationship: This volunteer reports directly to the Lead Pastor or designated staff.
The supervisor will conduct a face-to-face meeting prior to starting the position.
The supervisor will reach out once a month via email or phone call to check in.
A face-to-face meeting will be held every 3 months

To Apply: Interested individuals should use the link on the website to apply, as well as contact the church office or speak with a member of the pastoral staff.

A brief interview and reference process will be part of the selection.

Deerbrook Covenant Church is committed to equipping every member to serve. We are grateful for those who give their time and gifts to build up the body of Christ.