

# Ministry Description: Life Group Leader

*Life Group Leaders have to complete LEAD 101 and LEAD 201. Life Group Leaders are responsible for building, maintaining, and overseeing the general welfare of their team members and for directing and overseeing all activities assigned to their group.*

## QUALIFICATIONS

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### SPIRITUAL

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord; and show evidence of a mature faith.
- Must seek to be an example in his/her own family.
- Must maintain spiritual qualifications consistent with being a spiritual leader according to 1 Timothy 3 and Titus 1; must maintain Christian boundaries in relationships.
- Must support the vision, mission, ministry, statement of faith, and core values of City Church.
- Must demonstrate an attitude of service to the body of Christ, viewing this position as ministry.
- Must be a member, a tither, and maintain regular attendance at City Church.

### PROFESSIONAL

- Punctual, dependable; good verbal and written communication skills.
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Ability to work efficiently, effectively and independently, as well as in team-based settings.

### TECHNOLOGY

- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and **ChurchTeams and Planning Center**; or willingness to learn.

## EXPECTATIONS

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- Cast the City Church vision to the volunteer teams at the FTEM meeting.
- Lead a group of participants in a set of assigned activities; monitor team progress by entering attendance record weekly and completing the weekly reports.
- Hear and respond to the concerns of those in your group (stay in touch via face-to-face, phone or email, 1x/wk. if possible).
- Assist Area Pastor/Area Administrator in creating a strategic plan to reach out to constituents.
- Focus on the spiritual giftings of group participants and encourage them to take their next steps as volunteers and/or team leaders.
- Maintain regular attendance at City Church (at least 2x/month).
- Collaborate with other City Church ministries, when needed.
- Complete and turn in reports in a timely fashion.
- Act as a “trustee” of the church by protecting its assets.
- Read and sign Covenant Agreement (and other contractual documents).

### REPORTING

The Life Group Leader reports to the Coach. In instances of conflict with anyone in leadership position over the Life Group Leader, s/he should set up a meeting with the pastoral leader(s) assigned to the area to facilitate a peaceful resolution. If conflict remains unresolved, all parties can be retired from their positions at the discretion of the Senior Pastors.