



SUMMARY

This position will be responsible for overseeing the small group and local/global evangelism ministries of Trinity Bible Chapel as well as the church's assimilation process for new attendees. The assimilation process involves organizing, promoting, and running Step 1 and Step 2 events as well as following up with new visitors and attendees. Oversight of the Small Groups Ministry includes discipling, training, and equipping leaders as well as developing small group curriculum and training resources. This position involves casting vision and recruiting and equipping leaders. This position will also include the oversight of our weekly street evangelism ministry as well as future missions related initiatives whether local or global. This position will report to the Associate Pastor.

CHARACTER

- a. Qualified to shepherd God's people (1 Timothy 3:1-7; Titus 1:5-9).
- b. Compelled by the mission of Trinity Bible Chapel (Matt 28:18-20; Matt 22:37-39).
- c. Committed to the 4 pillars of Trinity Bible Chapel (2 Tim 4:2; John 4:24; Eph 6:18-20).
- d. Conscious of the dangers of pride and the power of humility (1 Peter 5:5-6; Phil 2:5-11)
- e. Possesses a teachable spirit that is willing to be held accountable (1 Peter 5:5; Proverbs 13:18)

COMPETENCE

- a. Able to be a self-starter with drive, passion and initiative
- b. Able to teach (Romans 12:7), lead (Romans 12:8), and administrate (1 Corinthians 12:28)
- c. Able to make disciple-making disciples by recruiting, training, deploying, and caring for leaders
- d. Able to work as a team player, to be flexible and adaptable as needed
- e. Able to build relationships, maintain confidentiality, and effectively delegate
- f. Able to interact with, minister to, and manage people of all ages and backgrounds within the church
- g. Able to make a decision or form an opinion about a situation by discerning and evaluating information and applying God's Word to this situation

PRIMARY RESPONSIBILITIES

1. Small Groups Ministries

- Direct and execute the vision of the Small Groups Ministry, emphasizing the need for discipleship, mutual ministry, and living out the one another's of Scripture together
- Publicize the small groups ministry in the church and regularly stress its importance
- Encourage and recruit church attendees to join a small group after going through Steps 1 & 2

- Recruit, train, and equip apprentices, small group leaders, and flock leaders as needed in accordance with the discipleship needs of our church
- Give ongoing discipleship, encouragement, and care to the leaders involved in the ministry
- Follow up with church members that are not in small group and work with them to re-join when they are able to
- Develop small group curriculum and training resources as necessary
- Strategically and thoughtfully assemble and manage small group rosters by working closely with leaders and apprentices in this process and by taking into consideration factors such as geography, demographics, schedules, transportation, and spiritual maturity
- Help leaders and apprentices facilitate the multiplication of their groups

2. *Assimilation Process*

- Schedule, plan, promote, and help run the Step 1: Connect event
- Schedule, plan, promote, and help teach the Step 2: Consider class
- Follow up with attendees of Step 1 and Step 2 events, encouraging them to take the next step in the assimilation process
- Actively pursue new visitors on Sunday mornings, welcoming them to the church and answering any questions they might have
- Conduct new visitor phone calls as assigned
- Follow up with absentee members and attendees as assigned

3. *Evangelism and Missions Ministries*

- a. **Oversee the Street Evangelism Ministry.**
 - Work with Street Evangelism leaders to organize, plan, schedule and execute all Street Evangelism Ministry events (Friday night outreaches, evangelism workshops, special events, etc.)
 - Give staff-level oversight to the ministry and its leaders
 - Recruit and encourage people within the church to commit to being a part of this ministry
 - Participate in the Street Evangelism Ministry and lead the team on a Friday night when necessary
 - Recruit, train and equip adult leaders to serve and lead in the Street Evangelism Ministry
 - Seek to grow and multiply this ministry as leaders are trained and sent out
 - Work with existing leaders and delegate leadership responsibility to them where possible

- b. **Oversee Local & Global Missions Initiatives**
 - Serve as the main liaison between our church and the missionaries that we support
 - Oversee any future missions initiatives and partnerships—whether local or global—that may be developed
- c. **Train and equip the church in evangelism**
 - Equip the saints in the area of evangelism (Ephesians 4:11-12) through various means (classroom teaching, one-on-one discipleship, video training, blog articles, etc.)
 - Schedule, oversee, and teach evangelism workshops as necessary

4. *Other Ministry Tasks*

- Participate in soul care activities such as visits, counseling, and discipleship as necessary; particularly as it relates to people involved in the Small Groups Ministry
- Engage and support the broader ministries of Trinity Bible Chapel such as prayer meetings and other church events

COMMITMENTS

1. Have consistent daily time with God exercising spiritual disciplines (i.e. Scripture reading, prayer, worship, memorization).
2. Have regular times of prayer for the Trinity Bible Chapel church body.
3. Prioritize and nurture healthy relationships with spouse and family.
4. Participation in our Small Group ministry is mandatory for spiritual growth, accountability, and development.
5. Becoming a member of Trinity Bible Chapel by completing an application form, attending an interview and having your name before the congregation for four weeks are required.
6. Wife will become a member of Trinity Bible Chapel and family will commit to be a part of the life of the church.
7. Attend all member meetings and prayer meetings and major church-wide functions of Trinity Bible Chapel unless prior approval is given by the Associate Pastor.
8. Will commit to reside within a 30 minute radius of the church in order to be close to the church.
9. Passionately uphold the doctrinal statement, covenant and ministry philosophy of Trinity Bible Chapel.
10. Keep regular office hours (9-5, Tuesday-Friday) and let Associate Pastor know when he will be away.
11. Any non-church related absences must be approved by the Associate Pastor.
12. Participate in Street Evangelism at minimum 4 times per year as per staff manual.

13. Adhere to the Pornography Policy for staff and leadership.
14. Adhere to the policies laid out in the Trinity Bible Chapel staff manual,
15. Be loyal, submissive, and committed to the elders of Trinity Bible Chapel.

OTHER MINISTRY RESPONSIBILITIES & DUTIES

All staff members at Trinity Bible Chapel are expected to model flexibility, a willingness to take part in church activities and initiatives that may be outside their normal day-to-day responsibilities and to model servant leadership in their position at all times. This position may be required to perform different but related duties as required to meet the ongoing needs of the church.

The person hired for this position will meet regularly with the Associate Pastor with the purpose of understanding all the different aspects of the small groups ministry, the assimilation process, and the street evangelism ministry at Trinity Bible Chapel

This job description and title is subject to review and change at any time at the discretion of the Senior Pastor.