

BRIARWOOD PRESBYTERIAN CHURCH

POSITION DESCRIPTION

POSITION TITLE: YBL Small Group Coordinator		REPORTS TO (Position Title): YBL Director	
EMPLOYEE NAME	GRADE:	EMPLOYEE SIGNATURE	DATE
DEPARTMENT BDM / YBL		APPROVALS (Initials)	
	BY:	DATE:	BY: DATE:

I. POSITION SUMMARY

To coordinate with Young Business Leaders (YBL) Director in carrying out discipleship initiatives in Birmingham, including launching and training small groups, conducting one-on-one meetings and assisting with outreach initiatives, especially among the 20-30-year-old demographic.

II. POSITION REQUIREMENTS

KNOWLEDGE: List the areas of special knowledge needed in the position. Indicate how they are used in this position.

1. A thorough understanding of the Bible and how to apply it to life.
2. An understanding of business and the pressures and constraints that businesspeople work under.
3. A college degree and/ or several years of business experience is preferred.
4. Some experience working in or with or in discipleship is desired.

SKILLS: List the various skills needed in the position. As appropriate, include technical, administrative and clerical skills, analytical/thinking skills, written and oral communication skills, managerial and interpersonal skills. Also, indicate how these skills are used in the position.

1. Strong interpersonal skills and the ability to connect with new people.
2. A willingness to learn and ask questions.
3. Ability to organize and facilitate small groups.
4. Excellent verbal and writing skills.
5. Ability and willingness to raise financial support.
6. Ability to use mass and social media marketing (Google, Facebook, Twitter, Instagram, etc.)
7. Able to manage time and work well without direct oversight (i.e., a self-starter).

III. POSITION RESPONSIBILITIES

List position's major responsibilities in their order of importance (1,2,3, etc.). Indicate the approximate percentage of the total work time spent.

MAJOR RESPONSIBILITIES	% OF TIME
Identifying and Integrating new people into YBL---To reach out to Birmingham men, especially ages 21-30. To set up one-on-one appointments, build relationships and to help men to either start their own small groups or to be integrated into existing ones. Identify and recruit potential Small Group Leaders. Train both potential and existing Small Group Leaders so they are prepared to lead groups with excellence. Grow the number of men being disciplined by the ministry.	25%
Facilitating Weekly COM studies—Preparing, organizing and facilitating small groups. Helping men to grow in their faith and leadership through the weekly participating in small groups and YBL's introductory study, the COM study.	15%
Visiting Existing Small Groups – Assist the work of the YBL director by regularly visiting small groups and mentoring group leaders. Help them to maintain vision of their small groups as tools for both personal growth and relationship, as well as a vehicle for outreach in the marketplace.	15%
Raising Support – Setting regular support appointments to reach full financial support. Once full support is reached, maintaining relationships with donors and ministering to them as partners in your ministry. Keeping the vision and purpose of ministry before your donors and celebrating God's victories and blessings on the ministry as they come.	25%
Outreach Events – Work with YBL Director in planning and executing outreach events for the ministry, and in conducting the follow up from those events.	10%
Website – Provide input and review of YBL website to director to ensure that it is meeting the objectives of communication, outreach and resources for YBL men.	5 %
Other Duties as needed – Occasional review and proofreading of documents, special projects, etc.	5 %