

**Position:** Director of Small Groups and Outreach  
  
**Type:** Full-time

**Overview:** The Director of Small Groups and Outreach will be responsible for leading the Small Groups (20+ small groups) ministry, the (25+) NCC Ministries, and our growing outreach ministry. It is our goal to continue growing small groups and ministries both in the number of participants, and also in the quality of the experience in these small groups and serving venues. Additionally, we want to build new outreach opportunities in our local community. These areas are strategic as we lead people through the four growth steps at NCC and as we carry out our mission to reach out and teach all to follow Jesus.

The applicant for this position will be a team player who will work with the other NCC staff members, and also work closely with the Executive Minister who currently oversees these areas of ministry.

The best applicant for this role has a strong vision for spiritual growth, next steps, and a ministry structure that encourages involvement. They would also have a vision for organizational partnership and community outreach. The applicant must be in agreement with the beliefs and doctrines of Norwin Christian Church.

The best applicant for this position will have a strong relationship with God, relevant experience or education, have strong organizational and relational leadership skills, and a passion to reach the lost.

**Skills Needed:**

* Able to apply God’s Word to our personal lives and to the function of the local church
* Ability to work toward a goal or vision
* Able to implement organization and structure in a church / ministry context
* Able to cast vision for leaders and for participants in small groups and ministries
* Confidence to meet new people and build organizational partnerships
* Strong written and spoken communication
* Wisdom for leading a large and diverse team toward a common goal

**Responsibilities:**

1. Grow and oversee the small groups ministry and NCC serving ministries:

* Coach and encourage current small group facilitators and ministry leaders
* Offer small group facilitator certification and ministry leader certification training for new and existing leaders
* Offer on-going facilitator training and coaching
* Create and maintain a strong assimilation system for those inside and outside NCC to join small groups and ministries
* Create benchmarks and processes to measure and grow the health of the NCC small groups and ministries
* Triage and problem solve any difficult situations that arise in the small groups and ministries
* Create and manage the budget for the small groups ministry
* Recruit new small group facilitators and ministry leaders
* Build relationships with leaders and potential small groups participants to maximize small group enrollment
* Work in partnership with the Director of Media and Technology to market and promote NCC small groups and ministries

1. Lead current outreach and establish new outreach:

* Provide leadership to the NCC Mobile Food pantry
* Maintain strategic partnerships with Sonshine ministries, The Blessing Board, and other local outreach ministry partners
* Build relationships with local school administrators and leaders and with local government leaders
* Build relationships with other local church leaders
* Coordinate NCC participation in and represent NCC in community events that are both sponsored by and not sponsored by NCC
* Work with the NCC staff and leadership team to discern new outreach interests and opportunities that help move us toward our vision-driven goals
* Build strong, repeatable processes for on-boarding new outreach ministries

1. Take a leading role in the Sunday services as needed to support this role and the team effort at NCC.
2. Attend sermon review meetings (1 per week), staff meetings (2 per month), and leadership council meetings (1 per month).
3. Work effectively in conjunction with the elders, staff, and volunteer leaders in the ministry areas at NCC.
4. Oversees any clearances needed for Ministry Teams.
5. Other duties as assigned.

If you believe that God is calling you to serve in the way described above, send your resume and contact information to:  
[jobs@norwinchristianchurch.com](mailto:jobs@norwinchristianchurch.com)