



**Job Title:** Groups & Equip Director/Pastor

**Reports to:** Community Life Pastor

**Position Status:** Full-Time

**Salary Range:** Depends on experience

### **Job Summary**

*Mercy Church exists to make disciples who love God, love each other, and love our world.*

The Groups & Equip Director (GED) will serve as the primary leader over Mercy's Community Groups & Equip Ministries. The GED helps Mercy accomplish its mission by ensuring that the implementation and execution of the Groups and Equip Ministries' strategies are helping Mercy become a maturing, multiplying, and multicultural church. This role and other designated responsibilities will be accomplished in the following categories: Groups, Equip, and administrative support for those ministry areas.

### **Qualifications**

This role is suitable for both male and female applicants who feel led to apply and have the skills and experience desired for this position. In order to be considered for this role, the applicant must:

- Must be a person of high character.
- Have a minimum of 3 years of church leadership experience (5+ years preferred)
- Have experience leading/managing 2+ ministries/departments at the same time
- Have a strong theological foundation. A Bachelor's or Seminary degree is preferred but not required
- Have strong leadership, organizational, and communication/teaching skills
- Be passionate, caring, and approachable and possessing a heart for church ministry
- Be evangelistic in ministry approach

### **Responsibilities**

#### **1. Groups Leadership**

As a key leader in the Community Groups ministry of Mercy, the GED will play an integral role in the overall health of a key discipleship ministry in our church. Under the leadership of the Community Life Pastor (CLP) the GED will lead out in several areas of the ministry. For reference to these areas where s/he will be expected to both lead and assist, we will use the PARTS acronym:

- **P - Placing people in Groups**

The GED under the leadership of the Community Life Pastor and in cooperation with other Mercy Campus Pastors or Directors, will be responsible for the development and execution of a connections strategy for connecting Mercy members and attenders into Community Groups.

- **A - Assessing health of the whole ministry and individual groups**

The GED, under the leadership of the Community Life Pastor, will be responsible for assessing the health of existing groups and making corrections/adjustments as needed.

In addition to assessing individual group health, s/he will be responsible for assessing the overall health of the Community Group Ministry of Mercy Church and creating an appropriate strategy that lines up with the vision for this ministry.

- **R - Recruiting new leaders**

The GED will play a key role in creating a growth strategy for group multiplication and group leader recruitment. In concert with the other appropriate Mercy leaders (i.e. Campus Pastors/Directors) the GED will recruit, train, empower, and deploy new group leaders in strategic geographic areas around Mercy's ministry reach.

- **T - Training leaders**

The GED will play a key role in the development and training of Community Group Leaders and Shepherd Leaders. S/he should see equipping and empowering Community Group Leaders and Shepherd Leaders as one of his/her primary roles both during weekend services and throughout the week.

- **S - Supporting leaders**

The GED will provide support to Community Group Leaders. S/he will assist the CLP with the creation and distribution of Community Group curriculum and content. The GED will serve as a leader among leaders by shepherding both the Shepherd Leaders and the leaders of Community Groups. S/he will aid in the oversight of Community Group Shepherd Leaders to ensure that Community Groups are healthy and multiplying.

In addition to the Community Groups ministry of Mercy, the GED will provide direction and leadership to the other types of groups that Mercy has currently and creates in the future. These groups are typically affinity-based and serve some specific demographic of Mercy with a blended intention to both connect people to the life of Mercy at large as well as create a space for deeper community and equipping. For the sake of this job description, we will call these groups "Connect

Groups” and they include regular and periodic events and gatherings for people that fit into various categories: Women, Men, Young Professional, Professional Women, Age 55+, and other various events and gatherings.

## **2. Equip Leadership**

As a key leader in the Equip ministry of Mercy, the GED will play an integral role in the planning and execution of a key discipleship ministry of Mercy Church. Under the direction of the Community Life Pastor, the GED will lead out in the planning and execution of this ministry, in a way that can be strategically implemented at the campus level. The Equip ministry can currently be broken down into a few categories, classes, forums, and conferences. .

- **Equip Forums & Classes** - The GED, under the leadership of the CLP, will be responsible for supporting and leading out in the organization, planning, and execution of various Equip Forums conferences, and classes.

## **3. Department Oversight**

The GED will work closely with the Community Life Pastor to ensure that the ministries underneath their leadership are properly supported in order to achieve ministry excellence and effectiveness. There will be many administrative related tasks that the GED will be responsible for handling. While the final list of these responsibilities will be made by the Community Life Pastor, here are some examples of items that are likely to fall into this space: coordinating calendaring for assigned areas of oversight, supporting and sometimes leading any Ministry Residents who are part of these ministries, handling internal team communications (with staff and lay leaders), planning and coordinating events, overseeing and managing ministry budgets, ordering supplies, etc.

*\*Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.



### **Conditions of Employment**

*\*Performance Evaluation* – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

### **General Expectations**

1. Report to the office during Office Hours (TBD). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

### **Job Requirements**

#### *Physical Requirements*

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

#### *Work Environment*

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces



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3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

*Office Hours and Work Schedule*

1. Office Hours: Monday – Thursday (8:30am-5pm), Sunday (7:30am-1pm)
2. Additional Hours: This person will be expected to be at key events/meetings outside of the above office hours. Please see the supervisor for details.
3. Overtime and extra work days: Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy
4. Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. Time Off: Please consult Mercy Staff Handbook for time off policy

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\*\*NAME\*\*, Groups & Equip Director

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Date

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Jake Greer, Executive Pastor

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Date