

Digital Adult Group Director

Summary

Digital Adult Group Directors lead in the implementation of biblically-focused online communities. Group Directors serve as an administrative liaison to church staff and provide oversight of Bible study materials and group care.

- Reports to Pastor or Small Group Pastor
- Oversees Digital Adult Group Leaders
- Weekly time investment: 5-10 hours

Ministry Responsibilities

- Provides strategic leadership of Digital Adult Group implementation consistent with church's mission
- Oversees delivery of Digital Adult Group Bible study materials
- Ensures ongoing group care is facilitated through Digital Adult Group Leaders
- Recruits and trains Digital Adult Group Leaders

Core Competencies

- Discipleship: Knows basic doctrines, practices spiritual disciplines, and exhibits the fruit of the Spirit
- Vision: Articulates and implements vision for ministry area
- Strategy: Leads others to unite around and execute ministry strategy
- Collaboration: Works through others
- People Development: Develops others
- Stewardship: Faithfully stewards giftedness of others

Digital Adult Group Leader

Summary

Digital Adult Group Leaders facilitate biblically-focused online community for a group. Leaders monitor the spiritual growth of group members, teach biblical truth, facilitate group discussion, and coordinate needs among group members.

- Reports to Digital Adult Group Director
- Oversees Digital Adult Group Volunteers
- Weekly time investment: 2-5 hours

Ministry Responsibilities

- Studies weekly lesson based on Bible study materials
- Facilitates and guides online group discussion time
- Manages weekly online group time to ensure meeting includes prayer requests, Bible study, and discussion
- Delegates event, outreach, and member care responsibilities to Small Group Volunteers
- Mentors two Digital Adult Group Volunteers with the goal of developing new leaders and starting new online communities
- Has a working knowledge of the online meeting platform

Core Competencies

- Discipleship: Knows basic doctrines, practices spiritual disciplines, and exhibits the fruit of the Spirit
- Vision: Articulates and implements vision for ministry area
- Strategy: Leads others to unite around and execute ministry strategy
- Collaboration: Works through others
- People Development: Develops others
- Stewardship: Faithfully stewards giftedness of others

Digital Adult Group Host Volunteer

Summary

Digital Adult Group Host Volunteers provide a welcoming environment to all online participants. Host Volunteers send the weekly meeting invitation to group members in advance, establish digital meeting guidelines for the group, and control online meeting platform permissions to provide an orderly environment for the group's online community.

- Reports to Digital Adult Group Leader
- Weekly time investment: 1-3 hours

Ministry Responsibilities

- Sends the meeting time and invitation link to the group weekly
- Launches the online meeting early and welcomes group participants
- Establishes digital meeting guidelines and courtesies for the group
- Controls the permissions of the online meeting platform to ensure group time remains orderly
- Recruits other Host Volunteers to assist with hosting the online community

Core Competencies

- Discipleship: Knows the gospel and takes responsibility for personal development
- Vision: Supports vision of ministry area
- Strategy: Serves effectively in ministry role
- Collaboration: Works with others
- People Development: Displays willingness to be developed
- Stewardship: Faithfully stewards their personal giftedness

Digital Adult Group Member Care Volunteer

Summary

Digital Adult Group Member Care Volunteers organize and facilitate care for group members. Member Care Volunteers feel compassion toward those who are hurting, marginalized, or celebrating during transitional times.

- Reports to Digital Adult Group Leader
- Weekly time investment: 1-3 hours

Ministry Responsibilities

- Follows up with first-time group participants
- Reached out to absent group members
- Makes list of the group's prayer concerns during meeting time and sends to the group
- Celebrates answered prayer with group members
- Provides support and encouragement for group members in times of crisis, transition, or celebration

Core Competencies

- Discipleship: Knows the gospel and takes responsibility for personal development
- Vision: Supports vision of ministry area
- Strategy: Serves effectively in ministry role
- Collaboration: Works with others
- People Development: Displays willingness to be developed
- Stewardship: Faithfully stewards their personal giftedness

Digital Support Volunteer*

Summary

Digital Support Volunteers train and support Digital Adult Group Leaders on Host Volunteers on the online meeting platform the church uses for online communities.

*Please note this role may support multiple ministries of the church.

- Reports to Digital Adult Group Director
- Weekly time investment: 3-5 hours

Ministry Responsibilities

- Trains new Digital Adult Group Leaders and Hosts on how to use the online meeting platform
- Provides information and additional training to Digital Adult Group Leaders and Hosts when online meeting platform updates occur
- Troubleshoots technical problems with online meeting platform

Core Competencies

- Discipleship: Knows the gospel and takes responsibility for personal development
- Vision: Supports vision of ministry area
- Strategy: Serves effectively in ministry role
- Collaboration: Works with others
- People Development: Displays willingness to be developed
- Stewardship: Faithfully stewards their personal giftedness

Digital Adult Group Porch Drop-Off Coordinator**

Summary

Group Porch Drop-Off Coordinators print, organize, and facilitate delivery of Bible study materials to group participants. *Please note that the responsibilities of this role may be combined with those of a Small Group Pastor or Digital Adult Group Director and not always require a separate role.

- Reports to Small Group Pastor or Digital Adult Group Director
- Oversees Group Porch Drop-Off Volunteers
- Weekly commitment: 3-5 hours

Ministry Responsibilities

- Assemble Bible study material packets per group participant
- Organize packets by family
- Group together addresses in proximity and develop delivery zones for volunteers
- Oversee packet pick up for volunteers
- Oversees Group Porch Drop-Off Volunteers
- Mentors two Group Digital Adult Group Volunteers with the goal of developing new Group Digital Adult Group Leaders

Core Competencies

- Discipleship: Knows basic doctrines, practices spiritual disciplines, and exhibits the fruit of the Spirit
- Vision: Articulates and implements vision for ministry area
- Strategy: Leads others to unite around and execute ministry strategy
- Collaboration: Works through others
- People Development: Develops others
- Stewardship: Faithfully stewards giftedness of others

Digital Adult Group Porch Drop-Off Volunteer

Summary

Group Porch Drop-Off Volunteers assist with assembly and delivery of Bible study materials to group participants.

- Reports to Group Porch Drop-Off Coordinator
- Weekly commitment: 1-3 hours

Ministry Responsibilities

- Picks up Bible study packets at church
- Delivers packets to porches of group participants
- Sends text to group participants upon delivery
- Recruits Group Porch Drop-Off Volunteers

Core Competencies

- Discipleship: Knows the gospel and takes responsibility for personal development
- Vision: Supports vision of ministry area
- Strategy: Serves effectively in ministry role
- Collaboration: Works with others
- People Development: Displays willingness to be developed
- Stewardship: Faithfully stewards their personal giftedness