

## **Role Description: Director of Life Groups**

Welcome to the Emmanuel Staff Team! We are excited to have you lead and champion Life Groups at Emmanuel Barrie. This document outlines the scope, expectations, and key responsibilities of the Director of Life Groups. The expectation is that the role should require an average of 24 hours of work per week.

### **Reporting Structure:**

**You Report To:** The Director of Integration

### **1. Our Shared Mission and Your Contribution**

Your core purpose is to provide spiritual leadership, strategic direction, and practical oversight for Emmanuel's Life Groups and Women's Ministry. You will help people grow in faith, build meaningful community, and live out discipleship through healthy, well-supported environments for spiritual formation.

As a member of the staff, we look forward to you contributing to our team spirit through encouragement, cooperation, and shared mission as you serve the Emmanuel family.

### **2. General Expectations and Personal Growth**

These are the foundational values and skills we expect you to bring to the role:

**Growing Faith:** A continued, active walk with Christ, demonstrated through a life of obedience, spiritual maturity, and authenticity.

**Shepherding & Discipleship Giftedness:** A passion for guiding people in spiritual growth through relational, small-group environments.

**Leadership Development:** Demonstrated ability to recruit, train, coach, and support leaders and apprentices.

**Organizational Strength:** Strong planning, communication, and administrative skills to manage multiple groups and ministry rhythms effectively.

**Team Collaboration:** Working effectively within a staff team, being open to input, and offering support to colleagues.

### **3. Key Areas of Responsibility**

You are the central point for leading, coordinating, and strengthening all Life Groups and Women's Ministry at Emmanuel.

#### **A. Direction and Strategy**

**Oversight:** Provide vision, direction, and leadership for Life Groups and Women's Ministry ensuring alignment with Emmanuel's mission and values.

**Ministry Development:** Assess and develop these ministries to respond to the spiritual needs of the congregation and community.

**Integration:** Work closely with the Director of Integration and other ministry leaders to help people connect into Life Groups and Women's bible studies.

## **B. Operational Guidance and Group Health**

**Leader Support & Care:** Recruit, train, and encourage Life Group leaders and Women's Ministry Leadership.

**Training & Resources:** Provide training, curriculum guidance, and practical tools that promote healthy, sustainable groups.

**Quality & Consistency:** Promote best practices for spiritual growth, inclusion, and group health across all offerings.

## **C. Coordination and Communication**

**Scheduling and Coordination:** Oversee Life Group launches, registrations, group listings, and weekly Women's Studies schedules.

**Communication Flow:** Collaborate with the Communications team to ensure clear, timely promotion and information flow.

**Problem-Solving:** Address challenges proactively with wisdom, sensitivity, and care.

## **D. Women's Ministry**

**Leadership Development:** Oversee the alignment of Women's Ministry in the overall mission and vision of Emmanuel. Provide leadership to a team of leaders for a re-launch of this ministry.

**Program Development:** Plan, develop, and evaluate women's Bible studies offered throughout the week in various formats.

**Curriculum Discernment:** Select or recommend biblically faithful study materials in collaboration with pastoral leadership.

**Accessibility & Care:** Coordinate logistics such as locations, schedules, and childcare considerations where applicable.

**Discipleship Pathways:** Help women connect from studies into Life Groups and broader church life.

## **E. Staff and Church Engagement**

**Meetings:** Attend and contribute to weekly staff meetings.

**Congregational Presence:** Maintain a visible and approachable presence within the Emmanuel community.