

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Groups Associate**

**Summary:** The Groups Associate coordinates Small Group and Community Group ministries.  
**Location:** Bethany Green Lake  
**Reports to:** Green Lake Director  
**FLSA Status:** Exempt, Part-time

**KEY RESPONSIBILITIES**

- Leads day-to-day operations of Small Groups and Community Groups, including communication, production of group resources, leader recruitment and care, placement rostering, and data management
- Interfaces with the Groups Leadership Team as they support groups and leaders, and assist with tasks and projects
- Supports the Green Lake Director in the vision and implementation of the Small Group and Community Group ministries, including presentations to congregants and leaders, recruiting and training, and building and maintaining signup and group management systems
- Works alongside the rest of the Green Lake staff to ensure effective delivery of ministry services to the congregation, participating especially in Sunday worship where needed and engaging congregants regarding group ministries
- Performs other duties as situation requires or as assigned by supervisor

**POSITION QUALIFICATIONS**

- Strong verbal and written communication skills
- Experience participating in or leading a group in a ministry setting
- Proficient with Microsoft Office Suite and Google Applications, and other web-based technology for information sharing
- Experience leading volunteers
- Must be a team player with a positive and flexible attitude
- Proven self starter, able to prioritize tasks and manage time
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

**OTHER SPECIFICATIONS**

*Work Schedule:* Typical work schedule is Monday through Thursday, 15-25 hrs/week with the occasional Sunday shift

*Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.

*Working Conditions* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to

adjust work schedule from time to time to work early or later than regular schedule.

The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multitasking.

Non-smoking building and environment.

*Compensation:*

Dependent on experience

*Benefits:*

Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*