



JOB DESCRIPTION

Job Title: Groups Director

Job Type: Full-Time

Reports To: Discipleship Director

OVERVIEW

A **Groups Director** at Cedarcrest Church provides visionary leadership and strategic oversight to our adult Small Groups ministry. This role is responsible for developing a thriving community of group leaders and members by equipping leaders, fostering spiritual growth, providing pastoral care, and encouraging multiplication of groups for long-term growth. The ideal candidate will be a dynamic communicator with experience teaching in both small and large settings and will play a key role in supporting the discipleship strategy of Cedarcrest Church.

Schedule: Sunday–Thursday, with availability for some early mornings, evenings, and weekend events.

KEY RESPONSIBILITIES

Leader Development & Care

- Regularly connect with group leaders through one-on-ones, meetings, and check-ins.
- Equip leaders with the tools and training they need to thrive—individually and in cohort settings.
- Coach leaders and monitor the health and effectiveness of their groups.
- Provide pastoral care for leaders and group members.





- Plan and execute leader development events, trainings, and gatherings.

Leader Recruitment

- Develop and maintain a strong pipeline of future group leaders.
- Connect with potential leaders and guide them through the next steps toward leadership.
- Interview, onboard, and prepare all new leaders ahead of each group semester launch.

Group Oversight & Administration

- Maintain up-to-date records for groups, leaders, and members.
- Ensure timely and effective communication with group leaders.
- Participate in cross-functional meetings and team development initiatives.
- Oversee group content and curriculum, ensuring alignment with Cedarcrest's mission and values.
- Assist in creating discussion guides or supplemental materials as needed.

Teaching & Communication

- Communicate effectively in front of both small groups and large audiences.
- Confidently teach and preach in main service environments (500+ attendees).





Church-wide Engagement

- Participate in planning and executing church-wide events (e.g., Christmas, Easter, Freedom Weekends, 21 Days of Prayer, etc.).
- Provide pastoral care support as needed (e.g., funerals, weddings, hospital visits).

QUALIFICATIONS

- A growing, committed follower of Jesus who fully embodies the mission, vision, and values of Cedarcrest Church.
- Strong relational and interpersonal skills.
- Self-motivated, organized, and goal-oriented.
- A collaborative team player with a heart for servant leadership.
- Completion of or willingness to complete key development experiences (Freedom Group, Discipleship School, conferences, etc.).
- Bachelor's degree required; seminary degree preferred.
- Proven experience in Small Groups ministry—whether leading, hosting, or serving.
- Technologically proficient in Mac OS, Outlook, Microsoft Office, and Google Workspace (Docs, Forms, Drive, Calendar, etc.).

CORE COMPETENCIES

- **Love God:** Demonstrates a strong relationship with Jesus and a passion for His bride (Cedarcrest Church).
- **Love People:** Takes the posture of a servant and team player, seeking to lead by serving with authenticity. Capable of inspiring and mobilizing volunteers and staff to create impactful ministry experiences.





- **Pursue Excellence:** Strives to leave things better than they found them, taking the initiative to do things well and before being asked.
- **Choose Joy:** Maintains a positive, loyal, and enjoyable attitude.
- **Communication:** Skilled in verbal and written communication, with the ability to relate to a diverse group of children, parents, and church staff. Handles sensitive information with discretion.
- **Adaptability:** Flexible and responsive to changing needs within the ministry and larger church community.

WORK ENVIRONMENT

- Workdays are Sunday through Thursday, with additional events throughout the year that may fall outside of these days.
- Holidays and high-attendance events are designated as vacation blackout dates.
- Primarily on-site at Cedarcrest Church, with occasional travel for events, training, or conferences.

APPLICATION INSTRUCTIONS

To apply, please submit your resume and cover letter through our website:
www.cedarcrestchurch.com/jobs

