

Connect Group

Job Descriptions

Connect Group (CG) Leader

Responsible for leading the group to develop an environment in which people have the opportunity to accept Christ and mature as Christians. This is accomplished as the Leader does the following.

- Prepare his or her life as the primary spiritual and ministry leader of the group.
- Enlist individuals to lead the group in fulfilling the areas of reaching and ministry.
- Lead the group to function as an open group, expecting new people every week.
- Lead the group to encounter and apply God's Word during the Bible study session.
- Lead the group to continue personal Bible study and apply Bible truth throughout the week.
- Lead the group to multiply by working with church leaders to start new groups and by sending members out to serve.

Co-Leader/Apprentice

A Co-Leader/Apprentice is enlisted to assist the Leader in his/her major responsibilities and to prepare to start a new Connect Group within two years. The Co-Leader/Apprentice is trained and equipped by the Leader in all aspects of leading a Connect Group, including how to effectively teach and apply a Bible study lesson and enlist and train group leaders. The apprentice serves as a substitute for the Leader when he/she is absent.

Ministry Coordinator (May or may not be the leader or co-leader)

Responsible to the leader for organizing the group and ensures group leaders perform their duties.

- Enlists and trains group leaders to function in their area of responsibility.
- Group leaders may include Care Group Leaders, Outreach Leader, Prayer Leader, Secretary, Greeters, Fellowship Leader, Mission Leader, Secretary, etc.

Outreach Leader

The Outreach Leader is responsible to the Leader and Administrator and works with group members to develop and implement a strategy to discover and invite prospective members. The strategy should include:

- Help group members discover prospects.
- Prepare contact and visitation assignments for members to use in visiting and contacting potential members.
- Lead members to follow up so guests and other prospects are given opportunity to join and connect with the group.
- Identify training opportunities so members can focus on sharing their faith.
- Lead group members to pray for unchurched persons and engage in opportunities to invite them to be part of the Connect Group.

Secretary

The Connect Group Secretary is responsible for compiling and reporting records of group attendance.

- Pick up group roll and other material from the central Connect Group records area.
- Mark all members present on group roll sheets weekly.
- Complete guest registration forms on all guests.
- Return group records to the church office in a timely manner.
- Assist in completing and turning in quarterly literature orders.

(Optional work for group secretary)

To assist the Care Group Leaders in contacting members assigned to their group, consider the following actions:

- Make copies of the class roll once attendance is taken. One copy per care group leader and teacher.
- Highlight the names of Connect Group members assigned to a care group leader.
- Provide the Leader a copy of the class roll with attendance marked.

Care Group Coordinator

The Care Group Coordinator is responsible to the class CG Leader and CG Coordinator for the ministry to group and in-service members.* In larger classes this person is responsible for seeing that group's Care Group Leaders regularly contact their assigned members and report the results of their contacts to the Care Leader or Class Prayer Leader. The number of the group's Care Groups will vary according to the size and structure of the class.

- Divide the class members and in-service members into balanced groups, not to exceed six people, or 3-4 couples per group.
- Consider assigning men to a male Care Group Leader and ladies to a female Care Group Leader. When a Care Group Leader is responsible for a couple, usually the person who answers the phone is the only one who receives a contact. When the husband and wife are each assigned to a Care Group, both will receive a contact and ministry each week.

Care Group Leaders

The Care Group Leader is responsible to the Care Group Coordinator or CG Leader for providing consistent and systematic ministry to assigned group members.

- Contact assigned members and in-service members each week, not just absent members.
- Ask if the member has any prayer requests that the class can pray for.
- Report prayer requests and other needs identified to the class Prayer Leader and/or CG Leader.

* In-service members are Connect Group members who are unable to be physically present in the group during meeting time because they are serving in some other capacity in the church.

Prayer Leader

The Prayer Leader is responsible to the CG Leader and CG Coordinator and encourages members to engage in prayer daily.

- Develop a system to receive prayer requests from members and Care Group Leaders on Sundays and during the week.
- Share answered prayer each week through group time and text/email/social media updates.
- Work to encourage fellow group members to grow deeper in their prayer life and devotion to God.
- Organize a prayer chain for special times when prayer is needed.
- Participate in the prayer ministry of the church.

Fellowship Leader

The Fellowship Leader is responsible to the CG Leader and CG Coordinator for leading the group to become closer to one another by providing fellowship among group members.

- Work with group leaders to provide fellowship activities for the group on Sunday mornings (food, coffee, juice, etc.).
- Plan group social events every 4-6 weeks where members, potential members, and in-service members can build and strengthen personal relationships.
- Stay informed of all church-wide fellowship and recreation activities and encourage group members to participate.

Group Greeter/Hosts/Hostess

The Group Greeter or Hosts/Hostess is responsible for greeting people as they arrive.

- Create a warm, caring, and genuine atmosphere for friendship and fellowship.
- Introduce guests to the teacher and group members.
- Offer the guests refreshments (if available).
- Provide guests a copy of the personal study guide (member book).
- Assist the guests in completing any registration forms.
- Invite the guests to sit with you in worship. Introduce guests to Pastor and staff members as appropriate.

Mission Leader

The Connect Group Mission Leader reports to the CG Leader and CG Coordinator and leads the group to engage in mission activities.

- Work with the church mission leaders to identify mission projects the group can conduct.
- Receive input from group members on mission projects that the group can conduct.
- Organize and lead the group to conduct the mission project.