

## **A Small Group Coach's Job Description**

**Job Summary:** The Small Group Coach's job is to care for the Leaders who care for the people.

### **Job Duties:**

#### **1. Care for five Leaders.**

A Group Leader does much of their caring in a weekly meeting, but a Coach does most care - giving without a weekly meeting. This means a Coach will spend more time one-on-one, which is more time consuming. Therefore, a Coach can usually only handle five Leaders. Or three, if they lead a Small Group and Coach.

#### **2. Listen, care, pray, and advise their leaders weekly.**

Once your church has more than five Groups, you will need more than one Coach. If you get more than one coach, you will need someone to care for them. Everybody should get care, but nobody should try to care for more people than they reasonably can!

#### **3. Convene a group leaders huddle, either monthly or quarterly, with all of the Leaders, so they can experience community with a group of peers.**

#### **4. Suggest study materials.**

One of a Leader's greatest needs is good material. Some churches have all their Small Groups do sermon-based discussions each week. But even these groups will want to do different studies from time to time. A good Coach is always looking for good study material.

#### **5. Recruit new group members.**

Since everyone should get care, everyone needs to be in a Small Group. For that to happen, EVERYONE has to be look for those who are not in groups, and help them get into one. A good Coach is always looking for new people. He or she thinks about which group best fits these new people.

## **A Small Group Director's Job Description**

**Job Summary:** The Small Group Director's job is to care for the Coaches who care for the Leaders who care for the people.

A complete job description is included in the appendix of this lesson. Please review it later so you can guide the development of small group coaches in your ministry.

You see this model in Exodus 18:13-22 for a biblical description of how this worked with the Children of Israel.

Everybody gets care, and nobody cares for more than ten to twelve.

### **Six Key Questions to Ask Small Group Leaders and Coaches:**

- 1. How are you?**
- 2. What are you celebrating?**
- 3. What challenges are you experiencing?**
- 4. What do you plan to do about those challenges?**
- 5. How can I help?**
- 6. How can I pray for you?**

Every Coach and Director ought to memorize and use several or all of these questions in every conversation they have with their leaders.

In fact, if you are here with members of your team, make a point to begin embedding these questions into your DNA by asking them to each other over dinner tonight.