



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Central Director of Small Groups

EFFECTIVE/REVISED: December 10, 2024

SUPERVISOR'S TITLE: Senior Director of Build Community

DEPARTMENT: Build Community

CAMPUS: Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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Eastside’s unofficial motto is “This Is For Everyone.” Eastside’s mission is to Pursue God, Build Community, and Unleash Compassion. If you’re looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership, and is intentional about promoting a healthy staff culture, Eastside might be the place for you.

As the Central Director of Small Groups, you will lead and oversee the small group ministry strategy across all Eastside campuses. In this role, you will be responsible for recruiting and training small group leaders, developing engaging curriculum, fostering community within groups, and ensuring alignment with the church's discipleship and spiritual growth vision. You will actively promote small group participation across the church network, serving as the primary point person for Eastside Groups ministry.

The ideal candidate will be a Small Groups champion possessing strong skills as a communicator, process developer and collaborative innovator required to elevate Eastside Groups to new levels of effectiveness and engagement. This position demands strategic thinking, leadership skills, and a passion for building meaningful discipleship environments.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

01. Summary of Position:

The Central Director of Small Groups will be responsible for the strategies & tactical implementation of the Small Groups vision across all Eastside campuses, as well as directly supervise the Anaheim Groups team & indirectly coach Campus Pastors on the implementation of our group strategies.

02. Ministerial Functions:

- Provide management of ministry through monitoring and maintaining the ministry objectives of the Build Community Department of the church.
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.
- Provides insight to the spiritual growth and development of Change Makers & Small Group teams
- Leads his or her own small group during most semesters.

03. Supervisory Responsibilities:

- Directly Supervises the Anaheim Campus Small Group staff/team & supervises interns and volunteers within the Build Community department
- Indirectly Supervises Campus Pastors to achieve and meet the strategic goals for our Small Group Ministries
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees/interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/interns; addressing complaints and resolving problems.

04. Duties and Responsibilities:

- Strategically oversee small group ministry across Eastside campuses by managing central processes, executing vision, and equipping campus team members.
- Develop comprehensive 6-month ministry plans, communicate strategy in team meetings, and serve as a service host and communicator as needed.
- Create consistent group culture by collaborating closely with Campus Pastors and Group Directors through monthly meetings and 1:1 interactions.
- Maintain the Eastside Small Group playbook and work with Communications to promote group launches 3 times per year, with a focused effort on connecting Anaheim campus members to groups.
- Monitor campus demographics and culture to identify group needs and potential leaders.
- Support multisite campus group initiatives and develop content for Growth Track and sermon-based studies in collaboration with the Senior Director of Build Community.
- Serve as part of the Campus Launch team, bringing both culture and small group strategies into new Eastside Campuses (includes participation in campus launches and planning of all small group trainings/equipping).
- Leads the small group efforts at the Anaheim Campus
- Lead Small Group Leader development by:
 - Planning Leader Huddles and Launch events
 - Developing onboarding processes and automated follow-up systems
 - Maintaining leadership development modules
 - Training and supporting group leaders

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*Perform other responsibilities as assigned by supervisor.

05. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Bachelor's degree or have comparable experience in a related field preferred
- Must have 5 years of related experience in a leadership role, preferably at a multisite church within a small groups ministry
- Must have a Ministerial ordination/licensure by a recognized church/organization or ability to be licensed as a minister by Eastside
- Must have a tangible evidence of a passion for and commitment to small groups and discipleship
- Must possess the catalytic leadership needed to recruit and develop volunteer leaders and teams
- Must possess self-motivation and strong work ethic (day-to-day responsibilities of position performed with limited oversight)
- Must have strong verbal and written communication skills
- Must have strong conflict management skills
- Must have the capacity to track people, groups, and other information using systems both provided and developed by the Senior Director. (This is not primarily an administrative role. However, it has limited administrative support, and a successful candidate will need to track hundreds of groups and leaders.)
- Must have the ability to develop proficiency with the church database (Rock).

06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- Attendance at weekend services, as well as during "all hands on deck" events (Christmas, Easter, Fall Kick-off, etc)
- This Job Description should be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval
- Job performance should be reviewed at least annually with the position's supervisor
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team

07. Physical Demands & Work Environment:

- Must be able to lift and / or move up to or more than 30 pounds
- Must be comfortable with sitting and standing for extended periods of time
- Must be able to hear, stand, walk, and talk

Travel requirements include:

- Anaheim Campus: Saturdays + 50% of Sundays
- Southern California campuses: 50% of Sundays

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- Out-of-state campuses: 2 - 3 times annually as needed

We concur with this Job Description.

Staff Member

Supervisor

Date