



Connect Groups Roles & Functions

Purpose, Organization, and Multiplication

Healthy churches do not just grow larger in numbers; they grow smaller through vibrant, well organized groups that ensure every single person is ministered to effectively. The primary purpose of our Connect Groups is to make our large church feel personal, making sure every individual is known, cared for, and challenged to grow in Christlikeness.

To accomplish this without causing leader burnout, we utilize a team-based leadership structure. By distributing responsibilities across a team of dedicated coordinators, we ensure that the administrative, relational, and missional needs of the group are met with excellence. This structure serves three primary strategic objectives:

- **Organizational Clarity:** Clearly defining roles so every leader knows their specific win, ensuring no details or people slip through the cracks.
- **Mobilizing Volunteers:** Creating focused opportunities for more group members to use their spiritual gifts and serve the body.
- **Intentional Multiplication:** Building a fully equipped launch team within every group. When a group grows and prepares to multiply, we do not send a lone leader out empty-handed; we launch a healthy new community anchored by an experienced team of proven leaders.



The Biblical Mandate for Group Leadership

We do not use a team-based leadership structure merely for administrative efficiency or organizational convenience. Our structure is built upon a biblical framework designed to unlock the spiritual potential of the entire group and enable every member to put their spiritual giftings to work to advance the Kingdom.

Scripture explicitly states that the work of ministry is not a job reserved solely for church staff and vocational pastors; rather, church leaders are called to invest in and raise up all believers to care for one another. We see this template clearly outlined by Paul in Ephesians 4:11–12 (ESV):

*"And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, **to equip the saints for the work of ministry**, for building up the body of Christ..."*

Our 9-role framework is a direct application of this passage of Scripture. By spreading out the relational, administrative, and missional weight of a group among a Connect Group, we are intentionally equipping the saints to execute the work of the ministry. When every leader takes ownership of their specific area, the entire group is built up in health, maturity, and spiritual strength.

Fulfilling the Great Commission

Ultimately, our leadership structure exists to keep our groups from looking strictly inward. A healthy Connect Group is not a closed circle or a members-only club. A healthy Connect Group is a launching point for the mission of God. Our ultimate target is healthy and reproducible Connect Groups groups who multiply themselves to continue to reach, teach, and minister to more people. We anchor our strategy and our mandate in the final words of Jesus found in Matthew 28:18–20 (ESV):

"And Jesus came and said to them, 'All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.'"

By maintaining an organized leadership team, we ensure that Connect Groups provides a place available to all in need of biblical community. It allows us to track those who are drifting, care for those who are hurting, and mobilize the group to serve our community. Every role in this leadership structure plays a vital, interconnected part in helping our group obey the Great Commission and raise up the next generation of kingdom leaders.



Connect Group Schedule Template

Connect Groups are designed to be one hour in length. Here is a suggested breakdown of the hour:

10 min.	Fellowship Time	Encourage the group to arrive on time (even early!) to engage in intentional fellowship. Have snacks, get nametags, and be ready to receive any guests.
5 min.	Welcome & Announcements	Share announcements from the church and those specific to the group calendar. Keep them brief & relevant!
10 min.	Prayer Time	Take prayer requests, ask for updates from previous weeks, and then pray for each request and update. Be creative in how to get these requests and keep the group updated if you have a big group.
30 min.	Bible Study/Lesson	Use the bulk of the meeting time to have an engaging lesson to study the Bible and have group discussion.
5 min.	Closing	Quick announcement reminder, encourage outreach, & emphasize sitting together in worship or having lunch together after church.

Our Leadership Structure

Our groups operate under a clear two-tier leadership model:

1. **Primary Leadership Tier (Director & Teacher):** These two roles provide overall oversight, spiritual direction, and strategic alignment for the group and the leadership team that correspond with the mission and vision of church leadership.
2. **Support & Ministry Coordinator Tier:** These roles manage specific, essential functions of the group's internal health, administration, and outward focus, working together as a unified team.



Leadership Implementation By Attendance Size

Because a group averaging 12 in attendance functions differently than a group averaging 75, use this attendance-based guide to prioritize how you fill and deploy your coordinator positions:

- **Attendance Size 0–15**
 - **Roles that should be filled:** Teacher, Director, Outreach/Social Coordinator, Inreach Coordinator.
 - **Roles that could be doubled up:** The Director handles Secretary responsibilities (attendance and data tracking), while a single individual could combine the Outreach and Social functions.
- **Attendance Size 16–30**
 - **Roles that should be filled:** Every role in the 9-position playbook should ideally be filled. If there are any positions that are not yet filled, Missions Coordinator & Care Group Leader can wait.
 - **Roles that could be doubled up:** None—the Director hands off administration to a dedicated Secretary, and Outreach and Social separate into independent roles.
 - **Care Groups:** Not required yet. Relational depth is growing, but a heavy Care Group layer or Care Group Coordinator is not yet necessary.
- **Attendance Size 31–50**
 - **Every role should be filled:** All 9 leadership positions are completely filled, and active Apprentices for the Director and Teacher should be formally identified and recruited.
 - **Care Groups:** A formal Care Group system actively divides the roster into sub-groups (4–6 people or couples) to anchor connection and care.
- **Attendance Size 51+**
 - **Every role should be filled & some roles may need to be duplicated to have multiple people doing the work:** All 9 positions are staffed. Heavy roles should be duplicated (e.g., multiple Social Coordinators for events, or multiple Secretaries for attendance tracking) to prevent volunteer burnout and to ensure maximum effectiveness.
 - **Care Groups are a *must* & should be *robust*:** A highly robust Care Group system is mandatory to maintain a personal, small-group feel within a large group environment.

Job Descriptions

The following job descriptions outline the core purpose, key responsibilities, and multiplication impact for each of the 9 leadership positions.



1. Director

- **Core Purpose:** To partner with the Teacher in leading the Connect Group, serving as the primary administrator and team builder who organizes, mobilizes, and empowers the coordinator team to fulfill the group's mission.

Key Responsibilities

- **Team Leadership & Development:** Recruit, encourage, and support the group's coordinators (Inreach, Outreach, Secretary, etc.), ensuring they understand their roles and feel equipped to serve.
- **Weekly Meeting Management:** Direct the weekly group meeting, ensuring the meeting starts and finishes on time to allow for an adequate Bible teaching period.
- **Group Communication Standard:** Create and implement a centralized communication method that works best for your specific group—such as GroupMe, a group-wide email thread, or a private Facebook group. Ensure this channel is consistently managed to keep the community connected, informed, and aligned throughout the week.
- **Hospitality Oversight:** Arrive early to the group start time to ensure the room is set up and ready to warmly greet both members and guests.
- **Strategic Planning:** Partner with the Teacher to lead regular quarterly leadership team meetings to evaluate group health, assist in planning social/missional events, and implement strategies for growth.
- **Intentional Care Support:** Work closely with the Inreach and Outreach Coordinators to ensure that both regular members and first-time guests are consistently tracked, welcomed, and cared for.
- **Staff Communication & Partnership:** Maintain consistent, proactive communication with the church's adult ministry staff regarding group dynamics, roster changes, or significant pastoral care situations. Ensure you regularly read and respond in a timely manner to all emails from the ministry staff.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader meetings, training sessions, and team gatherings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Apprentice Building:** Actively identify, enlist, train, and mentor an Assistant Director within the group.
- **Launch Readiness:** Keep the leadership team focused on healthy growth so that when it is time to multiply, a prepared, unified leadership core is ready to launch the new group.



2. Teacher

- **Core Purpose:** To partner with the Director in leading the Connect Group, serving as the primary spiritual and biblical communicator who develops members and guests into Christlikeness through engaging, transformative Bible study.

Key Responsibilities

- **On-going Personal Growth:** Maintain a strong personal devotional life so that God's Word impacts you first, and participate in scheduled church-wide leader training and huddles. Your personal time in Scripture should overflow into your teaching and discussion times.
- **Facilitate Meaningful Bible Study:** Lead the weekly group discussion using church-approved curriculum. Use the Bible as the chief guide, preparing each lesson with the specific real-life issues and spiritual needs of the group members in mind. Utilize approved resources (commentaries, websites, sermons, podcasts, etc...) to craft your lesson.
- **Master the Art of Engagement:** Avoid relying solely on lecturing. Prioritize high-flexibility teaching methods—such as group discussion, Q&A, and real-life storytelling—to create an environment where everyone can comfortably participate and learn. Consider different learning styles (visual, auditory, reading/writing, hands-on...) in your preparation and delivery.
- **Teach with Passion & Conviction:** Bring personal authenticity, joy, and inspiration to the study. Focus on a clear weekly "big idea," answering not just *what* the Bible says, but *why* it matters and *how* it applies to daily life.
- **Staff Communication & Partnership:** Maintain consistent, proactive communication with the church's adult ministry staff regarding group dynamics, roster changes, or significant pastoral care situations. Ensure you regularly read and respond in a timely manner to all emails from the ministry staff.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Apprentice Cultivation:** Intentionally identify, recruit, and develop an Assistant Teacher within the group.
- **Hands-On Preparation:** Regularly utilize the Assistant Teacher as a substitute teacher to build their confidence, ensuring they are fully equipped to anchor the teaching role when it is time to launch a new group.



3. Secretary

- **Core Purpose:** To manage group administration, roster maintenance, and attendance tracking, providing the accurate data necessary for effective ministry, care, and outreach to take place.

Key Responsibilities

- **Real-Time Attendance Tracking:** Record weekly individual attendance and group headcounts using the provided roster from the Records Room, ensuring data is captured accurately each week.
- **Guest Onboarding Data:** Ensure all first-time guests complete the church's guest information process. Route guest details immediately to the Director and the Outreach Coordinator for prompt follow-up.
- **Roster Upkeep:** Process member information updates (such as changes to addresses, phone numbers, or emails) and coordinate with church staff to keep the roster completely accurate.
- **The "Missed Report" Pivot:** Identify and generate a weekly report of members who have missed consecutive weeks (e.g., 3 weeks out) and hand that information directly to the Director and Inreach Coordinator so care can be mobilized. The adult ministry staff is available to assist in pulling this data.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Roster Transition Excellence:** Maintaining an accurate and completely up-to-date group roster is critical to a successful multiplication. When a new group launches, this clean data ensures that multiplying the Connect Group is entirely seamless, allowing the new group's roster to be instantly precise and fully prepared for ministry from day one.



4. Prayer Coordinator

- **Core Purpose:** To cultivate a culture of consistent, intentional prayer within the group, leading members in meaningful intercessory prayer and celebrating answered prayers and praises.

Key Responsibilities

- **Daily Intercession:** Pray faithfully throughout the week for the specific needs of the group's members, guests, and the broader church family.
- **Maximize Group Prayer Time:** Ensure prayer is a central element of every weekly meeting while maintaining good time stewardship (aiming for a meaningful 5-to-10-minute window). Focus the time on *actual prayer rather* than just listing requests.
- **Efficient Request Management:** Develop and maintain an efficient method for collecting and distributing group prayer requests each week (e.g., using digital group chats, shared documents, or email).
- **Personal Care & Follow-up:** Reach out to and encourage group members during the week who have submitted heavy or urgent prayer requests.
- **Critical Care Communication:** Promptly notify the Director and church staff of urgent crisis needs, such as member hospitalizations or severe emergencies, ensuring the church can rally support and care as needed.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Spiritual Grounding:** Keeps the group spiritually centered, unified, and dependent on God through the emotional and relational transitions of a future group multiplication.



5. Outreach Coordinator

- **Core Purpose:** To keep the group outwardly focused by championing a culture of invitation, managing the intentional follow-up of all guests, and building a welcoming environment for newcomers.

Key Responsibilities

- **Champion an Outward Mindset:** Consistently encourage and inspire group members to be personally involved in inviting friends, neighbors, and coworkers to the group.
- **Warm Guest Hospitality:** Partner with the Director and Secretary to ensure every first-time guest feels welcomed, fills out the visitor information, and is introduced to others in the room.
- **Intentional Follow-Up Process:** Coordinate a prompt follow-up with all first-time guests within the week of their visit (via phone call, text, or email) to thank them for coming and answer any questions. Develop a group of people within the Connect Group to assist in the follow-up process.
- **Build a Connection Team:** Enlist a team of group members who commit to sitting with and talking to guests during regular Connect Group meetings, worship services, and church socials.
- **Proactive Outreach Streams:** Track and follow up with recurring visitors, inviting them to officially join the group, and manage any group leads passed down by the church staff.
- **Social Event Integration:** Partner with the Social Coordinator to ensure all recent guests and prospects receive personal, warm invitations to upcoming group hangouts and social events.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **A Culture of Growth:** By keeping the front door of the group wide open and inviting, this role ensures the group maintains the steady numerical growth necessary to make multiplication viable and healthy.



6. Inreach Coordinator

- **Core Purpose:** To manage the connection and care of the group's members to ensure every member is valued, looked after, and ministered to.

Key Responsibilities

- **Oversee the Care Network:** Work directly alongside the Care Group Coordinator to ensure the internal relational and practical needs of the group are fully met.
- **Manage Care Groups:** Help determine how many smaller "Care Groups" are needed within the main group, ensuring every active and inactive member is assigned to a Care Group for closer personal connection.
- **Equip Care Group Leaders:** Ensure Care Group leaders (who are group members stepping up to help care for a small handful of people) have accurate rosters, clear communication, and the support they need.
- **The "Missed Report" Follow-Up:** Secure the 3-week absentee report from the Secretary/Director weekly, and ensure those missing members receive a warm, personal check-in.
- **Celebrate Milestones:** Maintain a regular rhythm of highlighting and celebrating group members' birthdays, anniversaries, and significant life milestones.
- **Staff Care Escalation:** Keep the adult ministry staff informed about major life milestones, significant crises, or hospitalizations within the group. This ensures the pastoral staff is aware and can step in to provide extra care, support, or celebration alongside the group's efforts.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Healthy Relational Foundations:** By ensuring every member is deeply cared for and connected in Care Groups, the group naturally forms mini-launch teams needed to make future multiplication a smooth success.



7. Care Group Coordinator

- **Core Purpose:** To mobilize practical, localized care for group members by dividing the main roster into smaller "Care Groups" (Singles Groups: 4–6 people, Married Groups: 4–6 couples) so that every person has a direct, relational lifeline within the larger group. This is the same idea of having Connect Groups within the larger church body.

Key Responsibilities

- **Strategically Form Care Groups:** Partner with the Inreach Coordinator to divide the group roster into Care Groups using one of two strategic methods:
 - *Attendance Mixing:* Combine different attendance levels into each group (e.g., 2 highly committed members/couples, 2 moderately engaged members/couples, and 1 occasional member/couple) so consistent members can naturally pull others in.
 - *Geographic Location:* Group members together based on the neighborhood or zip code they live in to make mid-week, localized care easier and more natural.
- **Serve as a Relational Connector:** Act as the primary bridge between the individual Care Groups and the main Connect Group, ensuring no single member feels disconnected or isolated.
- **Consistent Check-Ins:** Establish a rhythm of contacting members within the care groups at least once a month to gather prayer requests, identify practical needs, and ensure they are personally invited to upcoming group socials.
- **Mobilize Practical Support:** Coordinate quick, loving responses for major life events within the Care Groups, such as organizing meal trains, hospital visits, or childcare help during times of illness, grief, or new births.
- **Focus on Potential Leaders:** Pay close attention to the "moderately engaged" members within the care groups, investing extra time to encourage them, as they represent the highest potential for future leadership expansion.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **Built-In Launch Groups:** Because these Care Groups already function as tight-knit groups of people, they naturally become the organic launch teams that can stick together and seed a new group when it's time to multiply.



8. Social Coordinator

- **Core Purpose:** To build deep community by planning regular gatherings outside of meeting times, intentionally creating a comfortable, low-pressure entry point to assimilate guests, reclaim inactive members, and deepen friendships. Think of it this way: the goal is to help Connect Groups become a group of friends who become family.

Key Responsibilities

- **Strategic Event Planning:** Plan 3 to 5 meaningful social activities per year that appeal to a wide range of personalities within your Connect Group. These events should be inviting to prospective new members.
- **Share the Load:** Enlist a team of group members to help host, cook, or run activities for each function rather than carrying the entire load alone.
- **Master the Mechanics:** Handle the logistics for every event, including setting a clear date, time, and location, and remaining sensitive to the costs involved for families.
- **Host Outside the Box:** Prioritize hosting socials in casual environments like homes, local parks, or public spaces rather than the church building, creating an environment where unchurched friends feel comfortable.
- **Inclusive Invitation Strategies:** Partner with the Outreach Coordinator to ensure every recent guest is personally invited, and work with the Care Group Coordinator to target and invite inactive or missing members to help pull them back into community.
- **Keep Staff in the Loop:** Always loop in the adult ministry staff whenever a social gathering is on the calendar. We want to have the opportunity to show up and hang out whenever our schedules allow—plus, if you give enough notice, rumor has it we might even bring dessert!
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

Relational Cushioning: Multiplication can feel like a relational loss for people; strong and consistent group socials create a high level of great relationships that make the transition feel celebratory rather than divisive.



9. Missions Coordinator

- **Core Purpose:** To challenge and mobilize the group to look beyond themselves by organizing regular opportunities to serve local, national, or international missional partners, ensuring the group stays active with the vision of the church.

Key Responsibilities

- **Mission Awareness:** Stay up to date on the local community ministries, church planting initiatives, and global mission trips championed by our church. Actively bring these opportunities to the group's attention and encourage the group to be in prayer over them.
- **Strategic Calendar Planning:** Lead the group to actively participate in at least 2 mission opportunities each year. Work with the Director to put these service dates on the group calendar so members can plan ahead.
- **Lead by Example:** Set the pace for the group through personal involvement in local service. Invite and bring group members alongside you into service projects you are already passionate about.
- **Lower the Barrier to Entry:** Focus on selecting local service projects that allow the whole Connect Group (and their families!) to serve side-by-side, creating an organic environment for team building.
- **Commitment to Leadership Development:** Prioritize attendance at church-wide leader huddles, training sessions, and team meetings throughout the year. Active participation is vital for staying aligned with the church's vision, sharpening your skills, and building community with fellow leaders.

Multiplication Impact

- **A Kingdom Mindset:** Serving on mission reminds group members that the church is bigger than their immediate circle. This outward, kingdom-first mindset makes them far more willing and excited to multiply and launch new groups to reach more people...just as church plants do!