



## POSITION: **CG COORDINATOR**

**Status:** Part-time, Non-Exempt

**Reports to:** Director of Shepherding and Community Groups

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### **ABOUT US**

McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations. We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

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### **POSITION SUMMARY**

A Community Group Coordinator equips and cares for our Community Group (CG) leaders, helping them create a culture of authentic, vulnerable and tenacious care. By interacting with CG leaders, Care staff, and church members, Coordinators help connect members to CGs and ensure the growth of grace-filled community in our church.

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### **ROLES AND RESPONSIBILITIES**

#### **Interact with Assigned CGs**

- Help groups stay on track with our vision and purpose for CGs; ensure groups understand and embody our grace-filled, Biblical vision for community
- Touch base at least monthly with each leader (email, phone call, etc.) to check in on the leader and group; meet quarterly for lunch/coffee; visit each group once a year
- Be a resource for leaders around leadership, group dynamics, Bible study materials, and other ministries offered by the church (Renewal Groups, Deacons' Fund, etc.)
- Pray for groups; connect to each group's prayer needs
- Work with CG leaders to ensure updated group rosters every 3 months
- Help groups through the process of planting a new group when needed. Encourage leaders in growing apprentice leaders
- Organize events for CG leaders to connect
- Send birthday and Christmas cards to CG leaders as encouragement

### Interaction with Care Staff and Church Leadership

- Work with the Director of Community Groups to contribute ideas and prepare regular Outward Grace in Action ideas for Community Group members.
- Work with the Director of Community Groups to develop training opportunities for CG leaders to ensure they are equipped to care for group members and create a grace-filled group environment that aligns with our vision and beliefs
- Work with the Director of Community Groups when needed to make sure care needs of CG group members are known to CG leader and the elder assigned to CG
- Know which elders are assigned to your CGs and develop partnerships with them in caring for leaders and groups. (e.g. share information on prayer and visitation needs)
- Attend CG retreats and workshops that are offered
- Contribute ideas and content for newsletter content

### Interaction with New Members

- Connect new members with CG supports in their community
- Meet with members looking for a Community Group; explain vision and purpose of groups
- Help Care staff to recruit new leaders to plant new groups and to train potential new leaders for the role.

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## POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ; exemplary life as delineated in 1 Timothy 3 and Titus 1
- Passionate embrace of the church's philosophy of community and approach to Community Groups
- Strong interpersonal skills
- Passionate about the vision and grace-driven philosophy of MPC
- Agreement with and excitement about the basic principles of Reformed theology.
- Church Membership at MPC (a requirement but not a prerequisite)
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride

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## TO APPLY

Please send a cover letter and resume to Stephen Last, Director of Shepherding and Community Groups ([stephen@mcleanpres.org](mailto:stephen@mcleanpres.org)).

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*The Capital Pres Family: one church with multiple locations*

McLean Presbyterian | [mcleanpres.org](http://mcleanpres.org)

Capital Presbyterian Fairfax | [fairfaxpres.org](http://fairfaxpres.org)