

ROLE DESCRIPTION FOR LIFE GROUP LEADERSHIP

LIFE GROUP LEADER:

Front line soul winning role

Responsible for the operation of weekly LIFE group

Conducts the meeting with a warm, caring atmosphere

Encourages participation & sharing time

Closes with prayer

Sets direction and plans

- prays and thinks about the plan and direction of group; need to have a clear purpose
- follow up plans for people
- teaching roster
- coordinating food
- social functions
- housekeeping

Develops sense of community

- remembers birthdays and special days and organises events outside of LIFE group meetings
- has separate prayer times with the core members to pray for each other and the seekers in the group
- encourages communication of LIFE group with each other outside of group meet via email, SMS, connection in person, etc.

Makes the LIFE group evangelistic & discipleship focused

- if there are no seekers, there is no evangelistic growth
- evangelism is what gives the LIFE group its purpose; otherwise it doesn't progress anywhere and turns into a club
- encourages the seekers / visitors and core members to learn more and strengthen their journey
- supports the church wide evangelistic events by getting the LIFE group members involved
- encourages LIFE group members to invite other seekers to join and also to commit to that group for consistency in care and learning
- keeps evangelism before the LIFE group in whatever way this presents itself

Is a spiritual leader

- strong in own devotional & prayer life; committed to pray for each of the LIFE group members
- ideally trained in discipleship and small groups
- a relational leader with the purpose of building relationships; providing a way for the group to build relationship with each other, their community and the church family
- not to take control of group but operate as a facilitator who seeks involvement of all participants in discussions, dialogues and decisions
- willing to take on 1 to 1 bible studies if needed

Develops a close bond of accountability

- demonstrates commitment to the LIFE group and encourages commitment; without this, the group will not last (it's the glue that holds the group together)
- ensures confidentiality for group sharing and prayer time
- teaches core members to mentor seekers (buddy system) to help them grow in Christ (equipping them)
- be accountable to the LIFE group carer and coordinator regarding the teaching curriculum - discuss and seek their input regarding the direction and plan for the group
- writes progress reports to send back to the Church via the LIFE group coordinator and seeks input from the church advisory via LIFE group coordinator to help LIFE group grow and stay connected to the life of the church as a whole. (This is particularly important for evangelistic and social sectors of the church)
- look after funding if there is a need for this, e.g. money for LIFE group study pamphlets, social event entry tickets, fund raising for larger events, etc

Trains potential members

- prays, observes, selects and train those who may be potential leaders so that the LIFE group can multiply as it matures and grows

Delegates roles for the LIFE group

- meals roster (can coordinate with host)
- leading music
- remembering people's birthday's and special occasions
- organising social events
- sets teaching curriculum and roster (only LIFE group members should be teaching as carefully selected by the Leader and Carer of the group)

LIFE GROUP CARER'S ROLE

Also a front line soul winning role

Works closely with the leader - they form a 2 by 2 team as Jesus taught the disciples to do

Mark 6:7

And He called the twelve to Himself, and began to send them out two by two, and gave them power over unclean spirits.

Responsible for the spiritual care within the LIFE group

- A people person
 - can set up a prayer journal for the Life group and keeps this going as the LIFE group prays together for various things
 - facilitates the sharing time
 - provides encouragement and care by speaking to the love language of each member
- Encourages different members to provide practical help to seekers
Plans visitation for different people in the group; e.g. 3 levels of visitation
Provides support for the leader and prays regularly with the leader
Creates a family environment that is caring

HOST

Person that opens house for LIFE group to meet

- may be a few people rostered and coordinated by the Leader of the LIFE group
- may be certain LIFE group core members that open home but if so, ensure they are part of group meeting and not having to leave group meet to tend to meal prep, etc.
- looks after the comfort of environment; ideal for LIFE group to help bring food for meals etc but host may wish to look after this too; don't make it complicated and burdensome

LIFE GROUP COORDINATOR'S ROLE

A spiritual leadership role and coordinator for the LIFE group Leaders and Carers

Responsible for the spiritual care of the LIFE group leaders and carers

Proverbs 27:17

"As iron sharpens iron, so a man sharpens the countenance of his friend"

Conducts meetings for leaders and carers to provide forum of care (primarily) and learning (secondarily)

- preferably monthly
- Prays with the leaders and carers at the meetings
- encourages accountability and sharing
- provides coaching and support
- a sound board for leaders and carers with their ideas and direction
- advisory role for leaders and carers
- provides resources for teaching curriculum

Collates progress reports on LIFE groups and shares this with the church leadership

- attends board / business meetings for this purpose
- checks LIFE group event plans with church event plans to ensure there are no clashes and also to see where LIFE groups could get involved in larger church events in a coordinated effort, e.g. evangelistic mission, health programs, community practical and social events, etc.

Willing to visit different LIFE groups as needed to help when there are challenges for that group

Organizes training events to train existing and potential leaders