

# Church Small Group Co-Leader Job Description

## Ministry Purpose

The Small Group Co-Leader serves as a vital partner to the Small Group Leader. Their role is to assist in the spiritual shepherding of the group by providing support in facilitation, teaching, and relationship-building. The Co-Leader ensures the group runs smoothly and helps create a strong sense of community.

## Key Responsibilities

### 1. Team Collaboration & Support

- **Support the Leader:** Work in tandem with the leader, providing assistance in all aspects of the class session.
- **Tag-Team Teaching:** Be prepared to co-teach or "tag-team" with the leader, ensuring a seamless and dynamic flow of content.
- **Problem-Solving:** Assist in handling any unexpected issues or adapting to the needs of the group as they arise.

### 2. Facilitation & Relationships

- **Active Engagement:** Actively listen and engage in the class session, providing support through questions and contributing to the discussion.
- **Build Relationships:** Intentionally build relationships with group members, working to connect with those who may not be as comfortable with the main leader.
- **Encourage Participation:** Encourage and affirm group members' contributions, helping them feel valued and included.

### 3. Preparation & Management

- **Be Prepared:** Study the material in advance and understand the content to effectively support the main leader.
- **Assist with Logistics:** Help manage the class session's time and flow, ensuring a smooth experience for all participants.
- **Coordinate with the Team:** Work closely with the leader, host, and support facilitator to maintain a cohesive and effective small group team.

## Qualifications

- A growing and authentic personal relationship with Jesus Christ.
- A teachable spirit and a desire to serve others.
- Strong interpersonal and communication skills.
- Ability to work effectively as part of a team.
- Reliable, responsible, and a good steward of time.

## Commitment

- Attend and prepare for each small group class session.
- Commit to a posture of humility and a supportive, servant-hearted attitude.
- Be available to communicate with group members as needed to support the leader's efforts in meeting their needs.

*Your partnership and service are essential to the success of our small group ministry.*