



Director of Small Groups & College Ministry

Position Description

(40 hours/week)

Exempt / Salaried Position

Local Context: Davis, California is a town 15 miles from Sacramento that is known for its strong university presence (University of California), cycling community, parks, Farmer's Market, local agriculture industry, and independent streak. University Covenant Church was founded in 1966 and is a member of the Evangelical Covenant Church. UCC currently has three Sunday services with a total average attendance of 800-850. Our vision is "That all people would know Jesus." We are seeking to do this by Making Disciples, Multiplying Leaders, and Unleashing Compassion.

Purpose: The Director of Small Groups & College Ministry is responsible for overseeing UCC's college ministry (known as Catalyst) and providing oversight to UCC's adult small groups ministry

Reports to: Associate Pastor of Care & Outreach

Key Responsibilities of College Director (20 hrs/wk):

1. Preaches at Catalyst main gathering 3 times per quarter
2. Works with support staff to schedule preachers and plan teaching series for the year
3. Leads weekly meeting for volunteer support staff
4. Attends Catalyst weekly main gathering
5. Oversees, plans and coordinates at least one group retreat per year
6. Provides pastoral care to students and leaders, and promotes overall health of the ministry
7. Leads spring leadership recruiting process
8. Works with support staff to oversee and coordinate UC Davis Welcome Week events
9. Manages college ministry budget
10. Attends UCC staff meetings
11. Develop creative ways to connect UCC members and attenders to the Catalyst college ministry and vice-versa

Key Responsibilities of Small Groups Director (20 hrs/wk):

1. Oversee adult small groups process
2. Develop a program, vision, and values for small group ministry that are consistent with UCC's vision, mission, and values
3. Recruits and oversees small group leadership team
4. Create systems and develop on-ramps for people to join new and existing groups
5. Provides support and ongoing growth opportunities for small group leaders

6. Coordinates small group training events
7. Attends UCC Staff Meetings

Core Competencies and Qualifications

- Spiritual leadership and pastoral care
- Strong skills in strategic planning, vision, and systems thinking
- Leadership multiplication skills
- Strong interpersonal skills with youth and adults of all ages
- Collaborative and skilled at working on teams
- Strong organizational skills
- Strong oral and written communication skills
- Available for flexible schedule that regularly includes evening and weekend hours
- Must exhibit good judgement when faced with decisions regarding safety and propriety
- Willing to complete background check with the Justice Department
- Working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Excel, database systems and use of the Internet. Ability and willingness to learn new computer systems.
- Ability to prioritize, multitask and manage time well in a fast-paced environment
- A professional work ethic – organized, committed, proactive, energetic and dependable with administrative skills and good time management

Expectations of all UCC Ministry Directors

- Strong knowledge of and love for the Lord
- Agreement with the vision, mission, and values of University Covenant Church and the Evangelical Covenant Church
- Work cooperatively with other team members to support the whole ministry of the church
- Oversee and support volunteers to support ministry work
- Punctual and dependable attendance
- Ability to manage a medium amount of stress
- Staff adjust their normal work hours (with prior supervisor approval) when extended time is needed for ministry events