

First Unitarian Church

Position Description

Position Name Facilitator, Small Group Ministry Committee

Purpose of Position To oversee the gathering and meeting of a particular Small Group and support the goals of the Small Group Ministry

Goals of Small Group Ministry (taken from *The Complete Guide to Small Group Ministry*)

1. Draw the congregation into mutual ministry through the practice of covenanting and right relations
2. Strengthen the congregation
3. Deepen the understanding of Unitarian Universalist principles and values through discussion of the annual offering of service
4. Develop lay leadership
5. Challenge group members to action and spiritual growth
6. Help members clarify and explore the important issues developing in their own lives and their relationship to the church community

Responsibilities

1. Gather a monthly meeting of 1 ½ to 2 hours
2. Set the mood of each meeting with a chalice lighting and reading
3. Help group set a covenant of being with one another
4. Ensure that all get to speak
5. Help group establish monthly discussion topics
6. Help group decide on annual service project

Qualifications

1. Ability to communicate
2. Leadership skills

Amount of Time Required

1. Monthly meetings, including planning – 2 to 2 ½ hours per month
2. Bi-Monthly facilitator meetings – 1 ½ to 2 hours per month
3. Training – one-time session, 3 hours; annual review, 1 hour

When Meetings and training as scheduled

Training Provided By Small Group Committee and Assistant Minister

Responsible To Small Group Committee and Assistant Minister

Support Provided Other facilitators, Committee and Assistant Minister