

# OAKHILLS C H U R C H

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ’s community.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.

<b>Job Title:</b>	<b>Minister of Group Life</b>	<b>Status:</b>	Core Full –Time
<b>Department:</b>	Biblical Community	<b>FLSA:</b>	N/A
<b>Reports to:</b>	Minister of Biblical Community	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	Groups Ministers, Ministry Assistants and Volunteer Coaches and Leaders	<b>Minister Designation:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Work Week:</b>	Sunday - Thursday	<b>Driving:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** This position will serve as the primary leader and direct overseer of the Small Group Ministry at Oak Hills Church (OHC). They will be responsible to promote the vision of experiencing authentic biblical community while developing healthy small groups, coaches, and leaders. This position must model a high level of spiritual maturity and passion to reach and disciple people. This position exercises direct supervision over staff.

II. **Primary Duties and Responsibilities:**

1. Builds (recruit, equip, encourage, and mobilize) an effective team of leaders, coaches, and staff committed to disciple making in a group context.
2. Evaluates the overall strengths and opportunities for Small Groups and strategizes to meet these needs or capitalize on these strengths.
3. Manages the Group Life staff team through prayer, one-on-ones, development, team meetings, training, and evaluation.
4. Plans, develops, and implements strategies to increase participation in small groups.
5. Facilitates one-on-one meetings, huddles, trainings, and/or rallies with Small Group Leaders and Coaches.
6. Leads the Group Life team in the creation of training content, leadership development resources, and group discussion materials.
7. Develops and utilizes tools to foster consistent and effective communication with Small Group leaders and coaches.
8. Supports OHC Assimilation process to include Weekend Services, Life with Oak Hills, Baptism, etc.
9. Assists with Pastoral Care duties such as hospital visits, weddings, funerals, prayer, etc.
10. Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
11. Participates in church-wide staff meetings and initiatives, special projects, serving in the Minister-on-Call (MOC) rotation, etc.
12. Other duties and responsibilities as assigned.

**III. Minimum Qualifications:**

1. Bachelor's degree from an accredited university or college. Advanced ministry training or theological degree preferred.
2. Three (3) years of ministry leadership experience to include discipleship, coaching and developing leaders.
3. Experience can substitute for education.
4. Valid Texas 'C' Driver's License (incumbents with out-of-state license must attain Texas license within six (6) months of employment).

**IV. Knowledge and Abilities:**

1. Knowledge of biblical theology and church ministry philosophies.
2. Knowledge and experience in relational intelligence, grace and cross-cultural sensitivity.
3. Knowledge of the geographical culture and surrounding community.
4. Knowledge and experience with budget development, expense tracking/reporting and administration.
5. Knowledge of computer office applications and equipment.
6. Ability to make wise decisions through the consistent display of integrity and discernment.
7. Ability to work independently with limited supervision.
8. Ability to equip and lead teams; including staff and volunteers.
9. Ability to occasionally work a flexible schedule.
10. Ability to discern and maintain confidentiality.
11. Ability to communicate clearly and effectively through both verbal and written means using English grammar and vocabulary.
12. Ability to establish and maintain healthy working relationships with staff, volunteers, members, and guests
13. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**VI. OHC Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ where you work, live and play.
5. Attend Life with Oak Hills and become an OHC member within three (3) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.
7. Consistently model the Staff Behavioral Values:
  - A. We Abide in Christ First
  - B. We Are Better Together
  - C. We Give the Gift of Trust
  - D. We Commit to Truth in Love
  - E. We Are All In
  - F. We Pursue a Biblical Approach to Life and Work