

**Community Mennonite Church
Job Description**

Committee/Position _____ **Small Group Coordinator** _____

Commission _____ **Community Life** _____

Mission/Purpose:

This committee attends to this mission: CMC strongly encourages small group participation for nurture, support, fellowship and mutual accountability as we journey through life together. We believe that small groups are a distinct aspect of community life at CMC, and benefit all who participate.

Responsibilities:

Meet every 6-8 weeks as a Small Group Committee to consider matching people with groups, plan for small group liaison gatherings and coordinate resourcing of small groups.

Meet twice annually with small group liaisons for support and resourcing.

Coordinate annual self-evaluation and planning for small groups.

Regular Activities/Responsibilities:

January:

February: hold liaison gathering

March: Prepare for annual small group self-evaluation and planning process

April: initiate annual small group self-evaluation and planning process

May: update small group bulletin board

June:

July:

August: hold liaison gathering. Begin emphasizing matching people with small groups

September: actively communicate the importance of small group involvement

October: update small group bulletin board

December: write annual report

Updated _____ by _____