

# Connection Group Leader Job Description

## **Expectation:**

*To lead a monthly gathering around a shared activity (of your choice) with the group of people who expressed interest in the group.*

## **The process:**

1. Apply to be a leader and meet with groups pastor
2. Organize your group logistics to promote on the groups webpage
3. Organize (at least) a once a month gathering for the group
4. Communicate with your group members

-Keep existing group members in the loop regarding group details. The groups roster and each members contact details can be accessed through CCB (aka NMC Connect). Leaders can also send a group email through their group in CCB or they can create their own system for keeping group members in the loop.

-As new people sign up through the webpage, the group leader will get an email with the persons contact info. That person will automatically be added to the group list in the CCB group.

-As the leader, please respond to the new person via email, text or phone call within 24-48 hours to welcome them to the group and explain to them what to expect.

-When a new person signs up to learn about your group, in addition to that email going to the group leader, our NMC groups team will also get that email. We will be following up with you as the leader to ensure you received the new persons info and to remind you to follow up in a timely manner.

5. Encourage group members to take the next steps into NMCU and or a community group.
6. Communicate any changes with your group to your coach.
7. Attend connection group leaders trainings (twice a year).
8. Participate in Group Connect events (quarterly).