

Home Group Coach

Job Description (Version 3.0)

It was he who gave some to apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.

Ephesians 4:11-12 (NIV)

EXPECTATIONS

A coach is a partner of Home Group Leaders and to the Pastor of Small Groups. To Home Group Leaders, the coach provides support and encouragement. To the Pastor, the coach assists with the overall leadership of the Home Group Ministry. A coach is someone who models Christian maturity, who builds intentional relationships, equips leaders, and ministers as part of a team.

DEFINITIONS

- Huddle – a meeting for your group of 5-7 Home Group Leaders
- HGO (Home Group Organizer) – the web-based software used by Westwood to track groups

RESPONSIBILITIES (On average, your time commitment will be 1-4 hours per month.)

- Communicate with your Home Group Leaders once a month (via email, phone or personal contact).
- Lead a Huddle meeting once each semester (can be Sunday morning or Wednesday night).
- Attend a quarterly Home Group Coaches Meeting.
- Meet one-on-one with new leaders assigned to you.
- Visit a meeting of each of your groups once each year.
- Participate in connecting events as available (table in Atrium, connection events, First Step, etc.)
- Consult Group Leaders on curriculum choices.
- Help Group Leaders discover and develop new leaders.
- Look constantly for ways to improve the Home Group Ministry.
- Follow up with Group Leaders on meeting reports or gaps in meetings.

STEPS TO BEING EQUIPPED AS A COACH

- Completed First Step Class & Westwood membership
- Completed Enlistment Process
- Completed Home Group Leader Orientation
- Completed Training for Home Group Coaches
- Preferably have led or currently leading a small group
- Committed to the purpose of connecting people and developing growing disciples of Jesus Christ.
- Committed to understanding and supporting the philosophy of ministry, core values, and theology of Westwood

RESOURCES & TOOLS

- Training for Home Group Coaches
- The Home Group Organizer
- Email reports from your groups
- WestwoodGroups.com
- Blogs & Training Materials as provided/subscribed