

Small Group Leadership Position

Assistant Leader

In this role, the Small Group Leader is intentionally investing time and effort training this person to be the next Small Group Leader. The primary goal of this role is to prepare this person to lead a new small group in the near future (no set timeframe). This person should be taking on more and more responsibility as time goes on and of course, as the Spirit leads.

It is important to note that this person will be held to the same Biblical standards of living as a Small Group Leader (which should be their goal) as documented in the **Westwood Leader Covenant**.

This individual should begin working through the **Essential Resources for Small Group Leaders**. It is important to note that this does not have to be completed before the individual is ready to lead a group. This person should review the material the leader is working through each week and prepare as if they are going to teach. Additionally, they should also attend any Small Group Leader Training offered at the church.

As noted above, the areas of responsibility should increase as time goes on. Below are the beginning areas of responsibility for this leadership role:

- Primary contact for the group for all church serving needs and enlists support from group members
- Responsible to complete the role and enter it in the SG website
- Leads the discussions/lessons as directed by the Small Group Leader
- Engages visitors by following up with phone calls, emails, etc. to ensure they feel wanted and welcome
- Becomes familiar with the documents/references in the **New Small Group Leader Process**
- Becomes familiar with the other leadership roles within the Small Group and actively supports those currently in those roles as needed