

## **Small Group Leadership Position**

### **Care Coordinator**

Attaining and growing Biblical fellowship is a critical element of a Small Group. The role of this leadership position within a small group is a key role to help bring this about.

“They devoted themselves to the apostles’ teaching and to fellowship, to the breaking of bread and to prayer.” Acts 2:42

Below are the areas of responsibility for this leadership role:

#### **Prayer Leader:**

- Lead the prayer time for the group. This will include taking any prayer requests and distributing them to the group following the meeting via email.

For some ideas on different ways to lead the prayer time, see the **Small Group Leaders Guide – Prayer Time Facilitation**.

- The primary contact for the group when special needs arise throughout the week, such as family emergencies, etc. and contacts the rest of the group with the needs.
- Follows up with members on recent prayer requests or family concerns & issues.

#### **Fellowship:**

- Coordinate all logistics for events, including socials, special events, etc. This will include items such as:
  - Coordinating meals for new parents
  - Coordinating meals/snacks for group meetings
  - Setting up occasional social gatherings & events
- Reaching out to members who have not been attending recently
- Engaging visitors by following up with phone calls, emails, etc. to ensure they feel wanted and welcome
- Helping all members, especially new members, get connected and get to know others in the group. Additionally, help new members learn about the church and get connected elsewhere in the church (children’s ministry, youth, etc.)
- Primary contact for the group for upcoming church wide events and enlisting group support for any help needed