**The Group Leadership Team**

The size of a group’s team will depend upon the size of the group. Smaller groups have fewer people to draw from, but the work of the group is still the same as that of larger groups. This means that smaller groups will have people who serve double duty and wear a couple of leadership hats. As the group grows, new people can be added to the team, and people who have held multiple jobs in the group can focus on only one facet of leadership. The group leadership team positions that many groups have used are:

* Teacher
* Apprentice Teacher
* Director
* Prayer Leader
* Outreach Leader
* Fellowship Leader
* Care Group Leader
* Secretary/Record Keeper
* Community Ministry Leaders

**Teacher**

* Leads the group to study the Bible.
* Engages group members in each study through a variety of methods.
* Builds relationships with group members and guests.
* Leads group members to serve in class leadership positions.
* Leads group members to serve in the preschool, kids or student ministries.
* Attends training events.
* Enlists an apprentice teacher for the purpose of teaching a new group.
* Leads the group to replicate and start a new one.
* Supports the pastor and staff.

**Apprentice Group Leader**

* Enlisted by the director.
* Teaches regularly, not just when the teacher is absent.
* Prepares to lead a group of his own.

**Director**

* Leads many of the administrative tasks related to group life.
* Enlists all other positions besides the teacher role (the teacher is enlisted by the pastor or his designated representative).
* Organizes the group to carry out its ministry, allowing the teacher to focus on the primary function of studying and leading effective and engaging Bible studies, weekly.

**Prayer Leader**

* Enlisted by the director.
* Leads a time of prayer during the Bible study.
* Keeps accurate records of prayer requests.
* Informs group members of new prayer requests and updates to existing ones.
* Maintains a vibrant personal prayer life.

**Outreach Leader**

* Enlisted by the director.
* Responsible for keeping the group’s attention on reaching new members.
* Encourages prospects and guests to enroll in the group.
* Enlists class greeters.
* Helps group members know and practice Gospel presentation.
* Helps group members develop their testimony by asking them to write their testimony and practice sharing it with the group, or in smaller groups.
* Coordinates with the information specialist to invite prospects to class events, outings, fellowship, etc.
* Follows up with guests.
* Leads the group to wear name tags.
* Leads the group to be welcoming to guests.

**Fellowship Leader**

* Enlisted by the director.
* Plans a fellowship/social event at least once a quarter.
* Secures church facilities if needed.
* Includes all absentee and prospective members in communication about events and extends invitations for them to attend.
* Includes fellow group members in the planning and implementation of fellowships/socials each quarter.
* Evaluates the response to each fellowship and the effectiveness of those events.

**Care Group Leader**

* Enlisted by the director.
* Responsible for shepherding a subset of the group (6-8 people).
* Prays with care group members who have requests or experience a crisis.
* Contacts the members of their care group weekly.
* Organizes the care group to meet the needs of its members; when needs exceed the group’s capacity, the care group leader will seek help from other care group leaders and/or the teacher.

**Greeter**

* Enlisted by the outreach leader.
* Welcomes guests upon their arrival to the group’s Bible study.
* Introduces guests to other members of the group.
* Coordinates with the information specialist to capture the contact information of each guest.
* Offers to sit with the guest(s) in the worship service.

**Secretary/Record Keeper**

* Enlisted by the director.
* Records attendance when the group meets.
* Maintains accurate guest information.
* Provides a copy of the attendance records to the teacher and care group leader.
* Notifies the teacher and care group leaders if a group member’s attendance changes dramatically.
* Updates group member contact information when it changes.
* Provides the outreach leader with contact information for all prospects.
* Assigns new group members and prospects to care group leaders.

**Community Ministry Leader**

* Enlisted by the director.
* Schedules four ministry/service days in the community each year.
* Leads the group’s members and their families to serve others.
* Keeps a list of ways the group can serve people in the community.
* Coordinates with other groups to invite them to serve when a ministry project is too large for the group to accomplish alone.

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