

Grow Groups Coordinator

Job Description

Summary:

The Grow Groups Coordinator will assist the Pastor by supporting existing small group leaders, training new leaders to start new groups, connecting new members to groups, and coordinating communication and ministry needs between leaders and the Pastoral staff.

Essential duties:

- Establish and sustain clear communication pathways between the Pastor's office and all group leaders.
- Execute the Pastor's vision for ministry and discipleship through Grow Groups with a strong emphasis on the spiritual practices.
- Prepare and disseminate curriculum to Grow Groups, ensuring alignment with the Pastor's sermon series or other church-wide focus.
- Track and evaluate Grow Group participation
- Provide necessary supplies and ongoing support for all groups.
- Identify, recruit, and assist the Pastor in training new leaders to establish additional groups.
- Develop and manage pathways that will help link unconnected attenders with groups.
- Maintain and update Grow Group information on Calvary's webpage and Church Center app in coordination with the Communications Team.
- Evaluate curriculum and group dynamics to implement best practices for continuous improvement of the church-wide groups ministry.

Qualifications:

- Demonstrated experience with, or knowledge of, small group ministry in a church setting
- Must personally live out and practice the spiritual disciplines including small group community
- Minimum requirement is undergraduate degree in education, social sciences or Christian ministry; Seminary training a plus

Supervision:

- Coordinator will report to Pastor Paulo
- Expected workweek is 20 hours/week including some time on Sundays

Steps to Apply:

- Email a cover letter and resume to paulo@calvarymcallen.org
- Deadline to apply: June 15, 2026