



Job Description

Title: Group's Pastor
Reports To: Group's Lead Pastor
Status: Ministerial Exempt-Pastoral-Ordained
Prepared By: Pat Lessard
Hours per week: 40+

Ministry: Group's
Classification Grade: P-7
Approved By: Human Resources
Approved Date: 05/05/2026

ESSENTIAL ORGANIZATIONAL VALUES

The **Group's Pastor** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader** The **Group's Pastor** provides leadership over all assigned ministry functions, personally modeling and ensuring alignment with Real Life's Organizational Values and 7 Ministry Essentials. They are responsible for ensuring that the leaders, volunteers, and ministries under their oversight also embody and live out these values and essentials.
- **As a Team Member on the Post Falls Adult Discipleship Team and Real Life Ministries Staff Team:** The **Group's Pastor** provides leadership over all assigned ministry functions, personally modeling and ensuring alignment with Real Life's Organizational Values and 7 Ministry Essentials. **Intentionally structuring their week around Essentials #3-#6 and are held accountable for effectively executing the core responsibilities of this role.** As a member of both the Groups Team and Real Life Ministries Staff Team, they collaborate to achieve church-wide and Adult Discipleship goals while proactively removing barriers that hinder alignment, cooperation, and overall ministry effectiveness across teams.

JOB SUMMARY: *The Group's Pastor is responsible to oversee, support, and grow the adult small groups structure at Real Life Ministries, creating environments that help people grow in spiritual maturity in relationship, leading to Disciples who make Disciples.*

1. Ministry Function (70%)

Structured Around Essentials #3-#6

Essential #3: Connect the Unconnected

Every person is connected to Jesus, the larger congregation through weekend worship, and into intentional relational environments for the purpose of becoming a disciple of Jesus.

The Groups Pastor leads the effort to connect unconnected individuals into Life Groups, Small Groups, and other relational environments to fulfill the mission of *creating biblical disciples in relational environments* (Ecclesiastes 4:9-11).

- Utilize all church environments (weekend services, lobby, Meet & Greets, Membership, events) to identify and engage those who are not yet connected.
- Build and lead volunteer teams that help people find the right fit in groups, classes, and relational environments.
- Create intentional on-ramps for both newcomers and active attenders who have not yet connected.
- Leverage attendance data (membership lists, events, gatherings) to proactively pursue and connect the unconnected.

- Develop and execute strategies for mid-sized environments (Men's Breakfasts, New Groups, classes, etc.) as clear pathways into discipleship and community.

Essential #4: Chase the Strays

Every person who has strayed from Christ will be valued, noticed, and pursued.

The Groups Pastor ensures consistent pastoral care and intentional follow-up through the group system.

- Pastor and shepherd group coaches/leaders/members within their oversight through relational connection and care.
 - Leaders missing from weekend services (2 weeks missing)
 - Group members missing from weekend services (3 weeks), group (2 weeks)
 - Group coaches/leaders with a pastoral need (hospital, spiritual need, discipline)
 - Group members with pastoral needs (prayer request)
- Equip coaches and leaders to actively engage, care for, and follow up with those who are straying.

Essential #5: Shepherd Toward Spiritual Maturity

Coaches, leaders and group members are intentionally developed through stages of Spiritual Growth Wheel (Head, Heart, Hands, Feet).

The Groups Pastor develops leaders and group members toward increasing spiritual maturity and leadership capacity.

- Recruit, train, and develop Coaches, Group Leaders, and volunteers.
- Establish clear yearly goals and developmental milestones for both leaders and group members. (using Rock to track results)
- Design and implement training, coaching, classes, and personal development pathways for spiritual growth.
- Maintain awareness of where leaders are spiritually and intentionally invest in their next steps.
- Know what curriculum is being studied/used.

Essential #6: Identify, Equip & Release Leaders

The Groups Pastor builds a leadership pipeline that identifies, equips, and releases leaders at every level of ministry.

Identify

- Actively seek out and call forward potential leaders from every environment (lobby, membership, online, ministries, community).
- Activate and mobilize people into ministry and leadership, empowering them to reproduce in others.
- Create and sustain a clear leadership pipeline for developing future leaders.

Equip

- Provide intentional training, coaching, and development opportunities (classes, trainings, conferences).
- Develop high-capacity leaders to take on significant ministry responsibility.
- Invest in emerging leaders and prepare future pastors for vocational ministry.
- Maintain a healthy communication system with coaches, leaders, and volunteers to ensure clarity and alignment.

Release

- Empower and release leaders to disciple others and reproduce leadership at every level.
- Strategically deploy developed leaders into ministries, groups, and campuses based on gifting and readiness.

2. Team Function (15%)

- The ADM Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in ADM Team meetings and discussions.
- Must live out Real Life Ministries’ Organizational Core Values on the ADM Team.

3. Real Life Staff Collaboration (15 %)

- Collaborate with other staff and ministries to shepherd and pastor the people under your care in order to help them grow in spiritual maturity.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the Hayden Campus, North Campus, and Coeur d’Alene Campus.
- Values and abide to the expectations of being a member of the church found in our Membership and 301 classes.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Easter Egg Hunt, Harvest Event, Align, etc.).
- Represent Christ and the Church in the community in a godly way.
- Value and abide by the expectations of church membership as dictated in the Real Life Membership and Leadership covenants.

Other Duties as Assigned

- Performs other duties as necessary to meet ministry needs. These duties may require additional hours beyond the standard work schedule. As an exempt employee, no additional compensation or compensatory time will be provided for hours worked in excess of 40 per week.

Personal Ministry Plan

- Responsible for having, and living out, a Personal Ministry Plan.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.
- Must live out Real Life’s Organizational Core Values.
- Values and abide by the expectations of being a member of the church found in our Membership and 301 classes.
- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group.
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance).
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability).

Real Life’s Core Competencies (as defined in our 3 C’s document, necessary to succeed in this role)

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved

Coaching & Development: The expectation to identify how someone has been designed by God and intentionally investing in them so they can continue to grow in their walk with God and in His giftedness in them. This includes assessing where they are at, building a growth plan, laying out next steps, giving opportunities for them to try new things and celebrating wins along the way.

Active Listening: The expectation to focus, recall details from the one speaking, ask questions, and seek understanding all before formulating your response. This involves being aware of and utilizing all of your senses (eyes, ears, body language, etc.) to communicate both verbally and non-verbally.

Conflict Resolution: The expectation to take responsibility to resolve conflict Biblically (Matt 5:18). This involves doing your part to initiate conversation, actively communicate, be honest and follow through to resolution.

Vision Casting: The expectation to communicate a compelling picture of where we are to where we are going that motivates people to buy-in to the process and take part in getting to the desired outcome.

Personal and Other Qualifications, Required Skills and Competencies:

Education & Experience

- Strong marriage and family.
- History of recruitment and development of others.
- Ability to give wise counsel and build trust.

Spiritual Gifts

- A strong composition of many or all of the following spiritual gifts: administration, helps, hospitality, and service.

People Skills

- Be a good listener and empathizer
- Must be level-headed and treat everyone with respect, regardless of circumstances. Able to stay calm under pressure and be discerning when dealing with others.
- Able to work with a wide range of people, to relationally resolve conflicts, be a confident but pleasant negotiator, and maintain a sense of humor.
- Must be approachable and appropriately available to others.
- Demonstrate resiliency and adaptability.
- Able to identify potential leaders and recruit them for ministry.

Skill Sets

- Must be a self-starter and able to work independently with little supervision.
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership.
- Able to initiate, plan and manage projects and meetings.
- Must appropriately handle sensitive and confidential information and situations.
- Able to focus on details, prioritize and meet deadlines.
- Demonstrate proficiency with the internet, Trello, Microsoft programs (Word, Excel), and other computer based technologies.
- Able to focus on the big picture while keeping track of minor details.

Spiritual Development

- Demonstrate a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23).
- Must be a member or willing to become a member of Real Life and work under the direction of the Elders and senior Staff.

Ethics

- Possess a strong work ethic, meet deadlines, organize well, be trustworthy, use time wisely, and dress appropriately.
- Able to balance being a self-starter and not being afraid to ask questions and receive further direction.

Passion/Calling

- Must be passionate and bring energy, creativity, drive, and excitement to the table.
- Show a willingness to work behind the scenes and invest in a disciple making team.
- Passionate about and living out the vision and mission of Real Life Ministries.

COACHING AND DEVELOPMENT

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Pastor & direct supervisor and in harmony with the Real Life's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development through quarterly goals.

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real's Life message and carry out the mission of our church:

- Ordained pastor or in the process of ordination from Real Life Ministries
- Performing the sacerdotal duties: Preaching, Baptism, Weddings, Funerals, Communion, Teaching of Theology, Biblical and Spiritual Coaching...
- Performing Real Life's pastoral duties: Staff on Call, hospital visits, shepherding those in their ministry
- Possessing a heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- Demonstrating a shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- Coachable, approachable, resilient and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Willing to embrace and lead through conflict resolution to create and establish unity within the body.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____