



April 2025

BIDWELL PRESBYTERIAN CHURCH

MISSION & SMALL GROUP COORDINATOR

Position Description

Title:	Mission Team & Small Group Coordinator
Purpose:	<p>Part 1. Mission Team: To lead and provide oversight, collaboration, and development of BPC mission efforts with team partners and with the intent to expand and maintain mission relationships.</p> <p>Part 2. Small Group: To lead, promote, and support small group activity in the church.</p>
Supervision:	The Mission Team & Small Group Coordinator is under the direct supervision of the assigned Associate Pastor for mission and small group support.
Status:	This position is part-time at 15 hours per week dedicated to Part 1, Mission, and 10 hours per week dedicated to Small Groups, for a total of 25 hours per week.

Qualifications:

1. An ever-increasing commitment to Jesus Christ, the body of Christ, and BPC mission connections, local and beyond.
2. The ability to collaborate effectively with staff, volunteers, the mission committee, and small group leaders. The ability to approach the position(s) with creativity, understanding, and enthusiasm.
3. The ability to market and implement programs for both areas of responsibility related to this multi-faceted position.

Responsibilities:

1. Plan and prepare an agenda for the monthly Mission Team Meeting. Plan meetings as needed for small group development.
2. To facilitate an ongoing interest and support for mission activities led and created by the Bidwell Family.
3. Project management abilities to lead and support new and continuing internal/external initiatives, which include, Minute for Mission announcements, short term mission efforts, special offerings, Creation Care, Souper Bowl food drive and Bidwell's annual/biannual Serve Chico. Additionally, maintain contact with existing groups for support as needed.
4. Oversee and develop Mission Team and Small Group Marketing needs that include working with Director of Communications and church videographer as well as Small Group leaders.
5. Developing strong connections with other churches and non-profits. Pursue innovative ideas and methods by which the church could encourage members to be included in small group activities.
6. Create and maintain a clear vision to equip and mobilize teams in pursuit of mission activity and small group development.
7. Create a process by which church membership and others may find a clear path to Part 1. Mission Part 2. Small Groups.
8. Provide training to new mission team members/volunteers.
9. Part 1., Provide training to those planning to be a part of a mission project. Part 2., Provide leadership training for small group leaders.
10. To exemplify a team player attitude.

Physical Demands:

1. Physical demands are representative of those physical activities required to succeed at the essentials of the position. The employee is regularly required to sit, stand, walk, and use hands and hear well.