

SFBC Transformation Statement of Work

Small Group Ministry

Long Range Plan Recommendation:

Create a small group ministries program with lay leadership, professionally coordinated by non-clergy staff, perhaps a Companis volunteer. These groups, the number of which would be fluid, would tend to congregational needs such as spiritual growth and development, education, special interests, support for special populations, neighborhood connections, social justice study and action, and other needs as they arise.

NOTE: The tasks below build on this recommendation, and include other factors raised during considerations by the Diaconate and Executive Committee.

Key Dates:

To be determined

Collaboration required:

- Other Taskforces
 - Pastoral Transition
 - Anti-Racism
 - Senior Ministry
 - Facilities
- Lay Leadership
 - President/Executive Committee
 - Diaconate
- Pastoral and Administrative Staff
- Congregation
- Program Office
 - Participate in joint tasks as needed
 - Provide regular updates for communication with the congregation

Description of Work:

- Confirm that this Statement of Work is understood and makes sense. Coordinate with program office to make adjustments as needed throughout this process
- Identify existing small groups at SFBC
 - Note how these groups operate, how, when and where they meet, etc.
- Gather best practices for small group ministries

- Use our own experience
- Research other churches or organizations with well-developed small group programs
- Develop an understanding of the key ministries of our church and how they relate to small groups. Make recommendations regarding key ministries as appropriate.
- Coordinate with Senior Ministry, Anti-Racism and other taskforces to determine any additional requirements
- Define how the Small Group Ministry will operate
 - Identify roles and responsibilities
 - Identify volunteer and/or staff positions needed
- Define how small groups will operate
 - How they are formed
 - How their formation is communicated
 - How members are recruited
 - How they will meet virtually and when appropriate in person.
 - Address open/closed membership
 - Address outreach /community aspects of small groups
 - Identify budgetary requirements
 - Formulate an ongoing communication plan so people can easily know which small groups are operating and how to connect with them
- Identify any facilities or technology requirements for the ministry
 - Coordinate with Facilities taskforce for future requirements
 - Coordinate with leadership and staff on technology requirements
- Document how the small group ministry will operate
 - Coordinate with program office to communicate this information to the Diaconate and Congregation
- Gain necessary approvals for the program
- Recruit volunteers to operate the program
- Implement the program