

# Connection Group Leader Job Description

## Getting Started:

- Complete the Group Leader Application.
- Receive and complete the consent link for a background check.
- Meet with the NMC group's pastor.
- Organize your group logistics to promote on the group's webpage.

## Expectations:

- **Organize and lead (at least) a monthly gathering** around a shared activity (of your choice) with your group.
- **Keep existing group members in the loop regarding group details.** The group's roster and each member's contact details can be accessed through CCB (aka NMC Connect). Leaders can also send a group email through their group in CCB or they can create their own system for keeping group members in the loop, ie GroupMe, etc.. As new people sign up through the webpage, the group leader and Dawna, *the Groups Coordinator* will get an email with the person's contact information. That person will automatically be added to the group list in the CCB group. Please respond to the new person via email, text or phone call within 24-48 hours to welcome them to the group and explain what they can expect. Dawna will follow up with you to ensure you received the new person's information and to remind you to follow up in a timely manner.
- **Encourage group members to take the next steps *NMCU and/or join a community group.***
- **Communicate any changes within your group to your coach.**
- **Attend Connection Group Leaders' Orientation.**
- **Participate in Group Connect events.**

## Contact Information:

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