

Community Group Guide Job Description

Guides help organize, facilitate, pastor and reproduce Community Groups at Austin Mustard Seed.

- Organize—Guides recruit 8-12 participants, organize weekly gatherings, facilitate consistent communication and create opportunities to live out the functions and traits of groups.
- Facilitate—Guides ensure that groups gather weekly by communicating times, locations and specific weekly needs such as food, childcare, and leaders for weekly discussions.
- Pastor—Guides help make sure that group members receive basic spiritual and personal care. This includes sharing prayer requests, connecting members to discipleship resources and facilitating help with physical needs. Guides are not expected to provide professional counseling or financial support, and are encouraged to communicate about major issues to the Austin Mustard Seed Leadership Team.
- Reproduce—Guides are responsible for finding a “apprentice guide” who can learn their responsibilities and take over when needed.

Traits of a Community Group Guide

- Growing Faith: Guides should be committed to growing in their faith in Jesus and his Way. They have demonstrated this through their own commitment to Austin Mustard Seed’s rhythms and practices, and have a history of sacrificial love.
- Starter: Guides are energized by new relationships and get excited about being part of new things.
- Hospitable: Guides know how to make others feel welcomed and at ease. They enjoy building relationships. They set aside time for others.
- Bandwidth: Guides have the time and energy to devote to starting something new. They set aside time daily and weekly to communicate with members, attend group meetings and complete the tasks mentioned below. They are excited, because they know their effort will bless others.

Scope of Responsibilities

- Training: Attend a quarterly four hour Community Group Guides Training and meet once a quarter with a Leadership Team member.
- Covenant Articulation and Communication: Guides are responsible for making sure the group finishes the Group Covenant Exercise, and regularly checks in with the group to assess how well they are living it out.
- Teaching: Facilitate discussion or assign a weekly discussion facilitator, as well as passing on materials for leading the discussion.
- Reporting: Email Chris Morton once a week to report the number of attendees and provide a brief review of the meeting.
- Weekly Commitment: Attending as many of the weekly gatherings as possible. Expect to spend up to two hours on recruiting and communicating.
- Duration: One year (fall-spring), however, responsibilities can be handed off to Junior Guide if necessary.