



Community Groups Pastoral Associate

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We currently have an opening for a full time position of Community Groups (CG) Pastoral Associate in our CG Ministry.

The Community Groups Pastoral Associate carries the vision for the Vine's small group ministry and identified individual communities. This is a key role that is central to the church and its vision for seeing people mature as believers through authentic Christ-like relationships with one another. The position collaborates closely with the CGP, oversees the strategy and process for how people are placed into community groups, and shepherd's community group leaders. The role requires proficiency in people skills, leadership, group facilitation, teaching, coordination, problem solving, administration, and pastoral support.

Ministry Responsibilities

1. Community Group Placement

- Innovate new pathways for placing people into Community Groups
- Maintain and improve existing systems for placement
- Map Community Groups on vinechurch.life website and maintain website
- Record keeping and statistic keeping of placement
- Host and facilitate Connect Lunches
- Form AM and PM HUB team for connecting people to Community Groups
- Recruit, train, and equip HUB team on how to place people in Community Groups

2. Sermon Study & Bible Study

- Responsible for the weekly writing of the sermon study
- Continue to build the sermon study writing team
- Create and keep expanding a "recommended resource" list for Community Groups who don't use the Group Study

3. Administration

- Manage the budget for the Community Group Team
- Room booking for Community Groups at The Vine Centre

4. Pastoral Responsibilities

- Shepherd a cohort of CG leaders
 - Regularly meet with Community Group leaders to support and pastorally care for them
 - Facilitate one of our cohorts during our Community Group Leadership Academy gatherings
 - Contribute to the spiritual and leadership development of CG leaders
 - Visit Community groups to encourage and support the Community Group leaders
- Contribute to growing a strong volunteer team to support the Community Groups ministry
- Support the emergence of new expressions of community
- Promote community groups and raise participation among church members
- Contribute to the spiritual and leadership development of Community Group Leaders
- Assist in recruiting new community group leaders and multiplying existing groups
- Contribute and help facilitate our New Leaders Training
- Facilitate Potential New Leaders Information Session
- Coordinate the implementation of Community Sunday



5. Pastoral Team & Community Groups Team

- Participate in Pastoral Team meetings and Vine staff devotions
- Participate in the Community Groups Team and Core Team meetings
- Contribute to the success of the Vine's major annual events
- Serve at Vine Sunday church services as required and rostered
- Collaborate with the Pastoral Team around wider Vine ministry
- Resource Vine organization with Slido training

Job Requirements

- Degree holder or equivalent in Theology or Divinity
- At least 4 years of working experience in church environment and related ministry
- Proficiency in both written **and** spoken English. Chinese will be a bonus.
- Proficiency in people skills, leadership, group facilitation, teaching, coordination, problem-solving and pastoral support
- Able to work under pressure

How to apply

Please send us your cover letter and resume to us at career@thevine.org.hk Closing date is 5pm, 17 August 2020.