



House Church Pilot Coordinator Position Description

General Description and purpose:

Historically, PoP has struggled sustaining the ministry of small group Bible Study. We have done well on the margins with ChristCare, but the groups that still function are pretty much closed groups. So far in 2024, we have created two new small Growing in Faith Together (GIFT) groups and have learned that for many people/families it feels like too big of a “hurdle” to start or join a group. (New members have all been 50 years of age or older and mostly retired). To meet our mission as a Growing in Faith church, we need an easy way for people of all ages to participate, hence, House Church (HC).

Overall Job:

To take the concept of House Church (HC) and “make it happen”

Accountable to:

Pastor Roger/Connections to the Cross (CTTC) ministry

Resources Available:

1. CTTC members
2. Lauren Morse-Wendt, Deacon, Edina Community Lutheran Church (ELCA)

Responsibilities:

Overall: Implement the plan developed by the CTTC Ministry

1. Meet monthly with Pastors to select topic and bible verses for study.
 - a. Schedule will follow the Faith Formation Calendar, with a Fall section, and a Spring section.
2. Bi-annually create a spreadsheet with HC names, and place households into appropriate HCs based on preference of meeting day and time, as well as mode of meeting (in person vs. zoom).
 - a. HC consists of a minimum of five households, and a maximum of ten households.
 - i. If a HC falls below five households, merge it with another HC that meets at the same/or similar time. Conversely, if there are more than ten households for a specific time, then divide it into two HCs.
 - b. Establish sign up process for households.
 - c. Select a leader of each HC and contact them to obtain their commitment.
3. Create group norms in conjunction with CTTC Ministry.

- a. Publish group norms as each round of new sign ups occurs (bi-annually).
 - i. One such norm is the expectation that HCs will meet once per month for 60-90 minutes.
4. Develop initial and ongoing marketing, communication, and promotion plan for Congregation regarding sign-ups/new sessions/new sign-up events, etc.
 - a. This includes teasers, deadlines for sign-ups, meeting times etc.
 - b. Communication forms include phone calls, email, and website postings.
5. Publish links/documents/content platforms with Congregation.
6. Meet with CTTC monthly to discuss progress and obtain help to overcome obstacles.
7. Meet with CTTC bi-annually to review/improve the process.
8. Submit work hours monthly to help assess current and future workload.
9. Other actions as needed to bring HC to life.

Status:

- Independent Contractor (not a Prince of Peace employee)
- Not eligible for Prince of Peace employment benefits
- Must be a member of Prince of Peace

Compensation:

- Project Based (not hourly)
- \$7,500 for September 2024 – May 2025

Signatures:

House Church Pilot Coordinator

Connections to the Cross Representative

