

Staff Position Description

Director of Assimilation

Purpose:

The Director of Assimilation is responsible for developing and coordinating a comprehensive plan for moving adults into small groups.

Reports to: Executive Director of Group Life

Responsibilities:

- Develop a clear and compelling strategy for moving church attendees into the small group environment on all campuses.
- Manage the Director of Men's, Women's, and Singles Assimilation, the Director of Married Assimilation, and the NPM/NPCC Assimilation Coordinator.
- Regularly evaluate the strategies used to connect church attendees into small groups.
- Enlist, develop, and lead the NPCC Married assimilators, including regular assimilator meetings for building relationships and casting vision.
- Oversee the event planning and communications for all of the quarterly GroupLinks
- Develop and manage the budget and calendar Assimilation.

Director of Men's, Women's and Singles Assimilation

Purpose:

The Director of Men's, Women's and Singles Assimilation is responsible for developing and coordinating the comprehensive plan for moving adults into small groups.

Reports to: Director of Assimilation

Responsibilities:

- Develop a clear and compelling strategy for moving men, women and single adults into the small group environment.
- Enlist, develop, and lead the Men's, Women's and Singles Assimilators including regular assimilator meetings for building relationships and casting vision.
- Oversee event planning and communications for the quarterly GroupLink events (emphasis on Men's, Women's, Singles GroupLink).
- Manage the budget and calendar for Men's, Women's and Singles Assimilation.
- Regularly evaluate the strategies used to move church attendees into small groups.
- Meet with the MCG/SCG and WCG team and the NPM Singles team to create synergy between departments and facilitate the transition of group seekers from GroupLink to community groups.

Director of Married Assimilation

Purpose:

The Director of Married Assimilation is responsible for developing and coordinating a comprehensive plan for moving married adults into small groups. He or she should have two or more of the following spiritual gifts: leadership, administration, discernment, pastor/shepherd, and exhortation.

Reports to: Director of Assimilation.

Responsibilities:

- Continually develop (NPM Director of Assimilation) a clear and compelling strategy for moving married NPCC attendees into the small group environment.
- Enlist, develop, train, and lead the Married Community Groups (MCG) assimilators.
- Meet with the MCG volunteer assimilators individually once a quarter and as a group twice a year for relationship building and vision casting.
- Regularly evaluate the strategies used to link church attendees into small groups.
- Develop and maintain relationships with the NPCC Married Community Groups team to facilitate the transitions from GroupLinks to community groups.
- Coordinate the event planning for the quarterly MCG GroupLinks.
- Work with the MarriedLife team to develop a way to transition couples from the MarriedLife Live event to community.
- Manage the budget and calendar for the Married Assimilation team.

Assimilation Coordinator

Purpose:

The Assimilation Coordinator is responsible for providing the administrative, communications, and operations support necessary to move NPM attendees into small groups.

Reports to: Director of Assimilation

Responsibilities:

- General communications related to Assimilation, including inquiries by strategic partners, other churches, and the general grouplink@northpoint.org inbox.
- Coordinating and updating all printed materials for NPCC GroupLinks, trainings, and other events.
- Coordinating, updating and keeping inventory of printed pieces (name tags, letterhead, signs, etc.).
- Maintaining relationships and correspondence with vendors (graphic design, printers, signs, etc.).
- Coordinating the Assimilation calendar for events and activities.
- Coordinating the event planning and implementation of all NPCC GroupLinks (ordering curricula, movers, linens, furniture rental, food, etc.).

- Coordinating volunteers for promotion, preparation, and execution of GroupLinks.
- Assisting with the planning and implementation of other Assimilation activities, special events, and retreats.
- Reporting dashboard numbers to the Group Life coordinator on a quarterly basis.

Work schedule:

40 hours per week

Monday – Thursday: 9:00 a.m. – 5:00 p.m.

Friday: 9:00 a.m. – 1:00 p.m.

Occasional nights and weekends, especially during GroupLinks, trainings, and retreats