



ASCENSION PARISH

Ministry Opportunity

October 13, 2021

Ascension Parish serves Sudbury, Maynard, and surrounding communities. We represent a vibrant and diverse community of believers. Our mission is to help people along the path to a better life through Jesus Christ. Our vision is to become a growing community of faith where everyone feels at home. As a church, we want to reach the “unchurched” and help committed followers of Jesus continually take their next step in discipleship.

We seek a passionate individual who can embrace this vision and bring it to life for our Small Groups. This person will expand our Small Group ministry so that Small Groups can help more members of our parish family grow in faith and in life. The ideal candidate must have the ability to work with volunteers and partner across ministries to ensure consistent vision and messaging, be a strong communicator, well organized, collaborative, and adaptable to a fast-paced, growing community.

Interested candidates should email pastoroffice@theascensionparish.com



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Position Description

Title: Small Group Coordinator

Reports to: Director of Discipleship

Status: Part-Time, Not Benefits-Eligible, Non-Exempt (Hourly)

Role Purpose

Small Group Coordinator supports and expands adult Small Groups at Ascension Parish. This person will ensure that our Small Group Ministry is aligned with the parish mission and vision and will help adults take the next step on their discipleship path by growing in faith and in life. This person will be the face of Ascension Small Groups. The Small Group Coordinator will be a regular and familiar presence at Sunday Mass, promoting Small Groups and facilitating connections for members and guests.

Duties and Responsibilities

- Promote greater participation in Ascension Small Groups by helping members understand what Small Groups are all about.
- Recruit, develop, train, and equip an ever-expanding team of Small Group volunteer facilitators.
- Manage the growth of new small groups, divide groups that have grown too large, and merge groups that have become too small.
- Create weekly questions and resources to support Small Group discussions that are aligned with parish message series, lectionary readings, and liturgical year.
- Serve as primary point of contact for Small Group inquiries.
- Develop short-term and long-term plans to enhance the impact of Ascension Small Groups.
- Find and arrange opportunities throughout the year to connect Small Group members in social and spiritual settings.
- Serve as a resource for members and guests at Sunday Masses, helping them “connect” with the parish.
- Other duties as assigned.

Qualifications

- Must enjoy working with people who are unchurched or simply beginning on their discipleship path.
- Demonstrated leadership, strong organizational skills, excellent written, public speaking, and interpersonal skills.

Personal Characteristics

- The ideal candidate has an optimism and eagerness to share and help others grow in our Catholic faith.
- While respectful of our tradition, you are forward-thinking, welcome innovation and new opportunities.
- Working with a broad spectrum of staff and volunteers, you must be collaborative, solicit others’ ideas and perspectives, and be an active listener and learner.
- Expected to be present on Sundays, Christmas, and Easter.

Physical Performance Elements

- Ability to use a computer keyboard for up to 8 hours per day.
- Ability to sit for up to 8 hours per day.
- Ability to lift up to 20 pounds.

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.