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# COMMUNITY GROUP CERTIFICATION TRAINING



**A Philosophical, Practical, & Passionate Approach to Community Groups**

# COMMUNITY GROUP ADMINISTRATION COORDINATOR

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EQUIPPING AND BUILDING TEAMS THAT WORK TOGETHER

# COMMUNITY GROUP ADMINISTRATION COORDINATOR

Building strong teams is essential for accomplishing  
the five purposes of the Community Group

In the busy life of a Community Group, between the Bible lessons, group discussions, class outreach/social events, and spiritual growth, a quiet yet indispensable role often goes unnoticed – that of the Community Group Administration Coordinator. While their responsibilities might seem mundane, the importance of this role cannot be overstated.

1. Biblical Precedents: Accuracy in Record Keeping
2. Community Group Administration Coordinator: An Unsung Hero
3. Lessons from Biblical Record Keeping
4. The Duties of a Community Group Administration Coordinator

## BIBLICAL PRECEDENTS: ACCURACY IN RECORD KEEPING

Drawing inspiration from biblical examples of accurate record keeping in the Old Testament books of Numbers and 1 and 2

Chronicles, we will explore the vital role of the Community Group Administration Coordinator.

**THE OLD TESTAMENT PROVIDES US WITH VALUABLE EXAMPLES OF METICULOUS RECORD KEEPING**

**Numbers  
1 & 2 Chronicles**

The Old Testament provides us with valuable examples of meticulous record keeping. The book of Numbers emphasizes the importance of keeping accurate records of the Israelite community, detailing their census, genealogy, and land boundaries.

The countless lists of names and family heritage remind the readers that these names are historical facts. This practice not only ensured organizational efficiency but also reflected the significance of individual responsibilities within the larger community.

In 1 and 2 Chronicles, we witness the chronicling of the lineage of David and the history of Israel. These books highlight the value of preserving the past, ensuring that future generations would be grounded in their spiritual heritage and God's promises and warnings.

Accurate record keeping in these contexts was an act of obedience to God's command and a testament to the importance of preserving the heritage, the legacy, and the history of God's covenant community.

## **COMMUNITY GROUP ADMINISTRATION COORDINATOR: AN UNSUNG HERO**

- **Administrative Backbone:** Just as accurate record keeping was pivotal in the Old Testament, the

Community Group Administration Coordinator plays a vital role in maintaining the administrative foundation of the class. From attendance records to prayer reports, their work ensures that the class functions smoothly and efficiently.

## THE UNSUNG HERO...

- Administrative Backbone
- Personal Connection
- Spiritual Nurturing

- **Personal Connection:** The Administration Coordinator often interacts closely with Community Group Leaders and Discipleship and Community staff:
  - The Administration Coordinator provides accurate attendance recording so that group members engagement can be tracked and disengagement can be addressed.
  - The Administration Lead supplies new information and corrected information to the Community Group Director, the Prayer and Care coordinator, and the HHBC church office so that accuracy and communication is successfully achieved.
  - The Administration Coordinator provides the accurate contact information for the Director, the Prayer and Care Coordinator, and the HHBC church office so that all Community Group members are informed and included in Community Group purposes.

## LESSONS FROM BIBLICAL RECORD KEEPING

### Obedience and Accountability

1. **Planning and Evaluation**
2. **Metrics and Analysis**
3. **“Chasing the Strays”**

-This allows for a deeper sense of community and provides an avenue for the class to support and uplift one another.

- **Spiritual Nurturing:** Similar to how accurate records in the Old Testament (Numbers, 1 & 2 Chronicles) preserved the spiritual heritage of Israel, the Community Group Administration Coordinator contributes to the spiritual nurturing of class members. By recording attendance, and contact information, they create a repository of data that can be utilized by other Community Group Leaders.

## LESSONS FROM BIBLICAL RECORD KEEPING

**Obedience and Accountability:** In the Old Testament, meticulous record keeping was an act of obedience to God's instructions. Similarly, the role of the Community Group Administration Coordinator involves a commitment to serving with diligence and accountability, recognizing that their contributions are part of a larger spiritual journey. Accurate record keeping within a Community Group is paramount for a multitude of reasons.

1. **Planning and Evaluation:** Firstly, it serves as the foundation for effective decision-making and strategic planning. Through precise records, a Community Group can track its activities, projects, and initiatives, allowing leaders to identify what works and what doesn't. Accurate records act as a roadmap for future endeavors,

helping in the allocation of resources and prioritization of efforts. Moreover, records are essential for accountability and transparency, as they provide a detailed account of how funds are utilized and resources are allocated, which is crucial for building trust among members and stakeholders.

2. **Metrics and Analysis:** Additionally, accurate record keeping is instrumental in identifying metrics for evaluation. By meticulously documenting the group's activities, outcomes, and participant data, it becomes possible to measure the impact and effectiveness of the Community Group. This data-driven approach allows Community Groups to refine their strategies and optimize their resources for maximum impact.
3. **“Chasing the Strays.”** Without accurate records, there's a risk of Community Group members unintentionally "falling through the cracks." Individuals who have participated in events or accessed services may be overlooked if their involvement is not properly accounted for. This oversight can result in missed opportunities to provide support, ultimately hindering the group's mission and potential for positive change.

In essence, accurate record keeping not only bolsters the group's decision-making capabilities but also ensures that no Community Group member is left behind.

- **Preserving Spiritual Legacy:** Just as First and Second Chronicles preserved the lineage and history of Israel, the work of the Community Group Administration Lead contributes to the preservation of the class's spiritual legacy. Their records capture moments of revelation, transformation, and growth, providing a source of encouragement for current and future class members.
- **Unity and Community:** Accurate record keeping in the Old Testament book of Numbers fostered a sense of historical reliability within the Israelite camp. Similarly, the

Administration Lead's role promotes unity within the Community Group by ensuring that everyone is accounted for, needs are addressed, and members feel valued and connected.

In a world that often prioritizes the grand and visible, the role of the Community Group Administration Coordinator stands as a humble yet vital contribution to the spiritual growth and unity of the Community Group.

Drawing inspiration from biblical examples of record keeping, we see that this role is not merely about administrative tasks, but about obedience, spiritual nurturing, and preserving the heritage of the faith community.

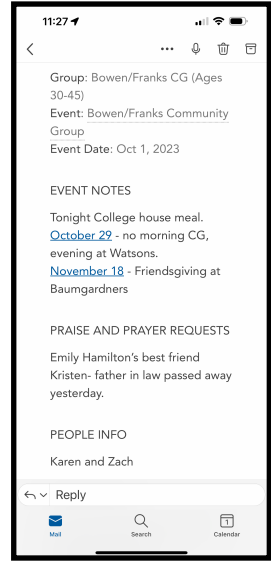
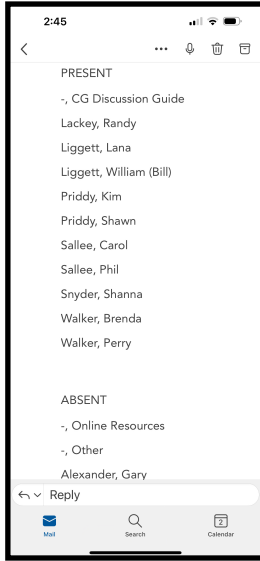
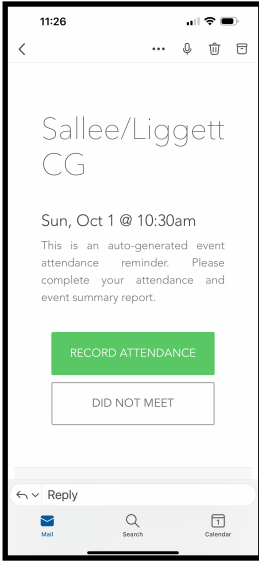
Just as the Old Testament emphasized the significance of accurate record keeping, the Community Group Administration Coordinator plays a unique and essential part in building a strong and vibrant spiritual community.

## **THE DUTIES OF A COMMUNITY GROUP ADMINISTRATION COORDINATOR**

1. Make sure the Community Group's roll is prepared and completed each Sunday. Complete the Community Church Builder (CCB) attendance records.
2. Look for guests, introduce yourself, welcome them to the class, introduce them to other leaders, and ask them if you can make a record of their attendance. Record every visitor's name, address, and phone number.
3. Direct new people toward enrollment. Invite guests and non-enrolled attendees to fill out the profile in the online database. Eventually enroll guests in the Community Group, which means they will be included in Community

Group communications and their birthdays and anniversaries will be recognized.

## BELOW ARE EXAMPLES OF THE CCB MOBILE APP INTERFACE:



4. Keep class member information current, including children's names and birthdays, address, telephone, e-mail, etc. Provide updates and corrections to the Discipleship and Community staff as needed.
5. Assist the class leader in sending birthday cards to members and anniversary cards to couples.