



JOB DESCRIPTION

Position: Director of Community Life
FLSA Status: Exempt
Band: 7P
Department: Redeemer Lincoln Square
Reports to: LSQ Pastor
Date: May 1, 2019

Hours: Full Time; must work Sundays and some evenings

Position Summary:

The Director of Community Life will be an integral part of the Redeemer Lincoln Square pastoral team. She will play a key role in shaping community and caring for women in the church, as well as creating an environment and culture of evangelism and public faith at Lincoln Square. This position also incorporates responsibilities which will require strong leadership, writing, public speaking, and teaching skills.

The Director of Community Life is a role that is highly pastoral and relational in nature, and requires a strong desire to come alongside people in the midst of every season of life. This individual should also have a heart for learning and growing alongside others in humility. At least 5 years of past ministry experience is required. All applicants must be okay working collaboratively in a team environment, as well as working Sundays and evenings.

Job Description:

1. Community Life — 50% (20hrs/wk)

- **Community Groups:** Manage and oversee the LSQ Community Group System.
 - Establish a system of training for CG leaders and hosts to ensure 100% of leaders are trained at a high-caliber to care for CG members and understand the vision of these groups.
 - Training curriculum should include one-time training for new leaders, as well as ongoing training plan for existing leaders.
 - Manage training events, and with the help of the Director of Pastoral Care, lead basic and advanced CG leader training sessions.
 - In collaboration with the Director of Pastoral Care, make contact monthly (either in person or via phone or email) with all CG leaders and hosts to check-in.
 - Meet one-on-one with all leaders/hosts quarterly to train, encourage and motivate lay-leaders to build and grow a gospel-centered, missionally driven, and culturally engaged community at Lincoln Square, as well as to provide pastoral care.
 - Work alongside CG leaders and other appropriate pastoral team members to handle pastoral cases happening within groups.
 - Oversee CG study material (when applicable):
 - Participate in the writing of weekly studies in collaboration with the other Redeemer churches when necessary.

- Act as the point person for the development of any LSQ-specific CG studies and curriculum.
 - Collaborate with the Director of Pastoral Care to write LSQ-specific studies.
 - Attend Redeemer-wide CG meetings to represent Redeemer LSQ.
 - Maintain accurate information in TouchPoint for all CGs, including current leaders and hosts.
- **Mid-Sized Gatherings:**
 - Lay-led gatherings:
 - Serve as the point-person on staff for all lay-led mid-sized gatherings, including initiatives such as ALL for singles.
 - Offer care and support for lay-leaders who are heading up these initiatives, and check-in monthly to encourage them and ensure they are functioning within Redeemer LSQ's protocols.
 - LSQ-led gatherings:
 - In collaboration with the Hospitality and Connections Manager, plan and execute any mid-sized or mid-week gatherings that are sponsored by Redeemer LSQ such as mid-week worship nights, speakers, or topical discussions.
- **Inclusion and Integration:**
 - Help to cultivate a culture of inclusion on the LSQ team by serving as the point-person for all disconnected individuals seeking to get more involved with community at Redeemer LSQ.
 - Have a strong presence on Sundays and at LSQ events to provide opportunities for disconnected congregants or newcomers to get connected.
 - Seek out newcomers and visitors on Sundays and at LSQ events, then follow-up with them per the established inclusion and integration system.
 - Push newcomers and disconnected individuals towards community groups and discipleship opportunities, and women towards women's events and groups.
 - Respond and follow-up with all contacts given by the Hospitality and Connections Manager, as well as other members of the team.
 - Reference the established inclusion and integration system to set rhythms for reaching out and following up.
 - Respond to web inquiries regarding CGs, and assist congregants in getting connected to CGs if they have having trouble or need guidance.

2. Women's Ministry — 25% (10hrs/wk)

- Be the main contact for all women's care and community.
- Provide support, encouragement, training and pastoral care to women throughout the congregation including members and non-members.
 - Attend pastoral care meetings with women when they request it while meeting with one of the pastors (e.g. either for pastoral care or for a pastor office hour)
 - Attend membership interviews with pastors when they are meeting with women and a deek is not available.
- Develop opportunities for women-only discipleship in collaboration with the Director of Congregational Growth and Care.
- Create mid-sized social opportunities for women in the congregation with the help of the Hospitality and Connections Manager.

- Oversee women's Community Groups, and assist the LSQ Kids CM Director in caring for moms and developing mom's groups.
- Lead a women's leadership cohort.
- Provide input and guidance to the Redeemer LSQ staff team on maximizing ministry roles for women in accordance with denominational doctrinal standards.

3. Evangelism/Public Faith — 10% (4hrs/wk)

- Build relationships with evangelistically-minded Christians in the LSQ congregation, and encourage them towards intentional involvement and leadership in missional programs, cohorts, and groups, as well as in their personal relationships with friends, neighbors, coworkers, and families.
- Stimulate and encourage the development of a culture of inviting and gathering at Redeemer LSQ by creating and overseeing programs and systems for evangelism alongside the Assistant Pastor/Director of Congregational Growth and Care.
 - Oversee Linq Groups, or lay-led groups designed to provide a safe entry for non-Christians into the Redeemer LSQ community.
 - Work alongside the Hospitality and Connections Manager, as well as the rest of the LSQ team to determine which proposed groups should move forward to becoming Linq Groups.
 - Meet with Linq Group lay-leaders regularly to encourage them and ensure they have the support they need, as well as checking in on if they are following the set protocols agreed upon (e.g. that their groups really are evangelistically minded).
 - Work with the Communications Specialist to determine how best to communicate Linq Groups to the congregation.
 - Recruit, train and manage Questioning Christianity leaders and groups.
 - Through contact with evangelistically minded Christians in the congregation, recruit and train new leaders each year for Questioning Christianity groups at LSQ.
 - Serve as the staff contact for these groups, offering support, care and encouragement, as well as offering suggestions on curriculum, discussion and social events.
 - Attend these groups at least once a quarter to get to know the non-Christians in attendance and to offer further support, guidance and care to the leaders.

4. General and Sunday Responsibilities — 15% (6hrs/wk)

- Work alongside Assistant Pastors to take on pastoral cases as assigned, especially pastoral cases involving women in the congregation.
 - Update internal pastoral care document for cases under your care.
 - Participate in pastoral office hours by setting aside hours each week for members to book time.
- Attend LSQ staff meeting each week, and all LSQ staff retreats.
- Serve as a regular teacher in various Redeemer Lincoln Square settings, including Membership classes, Catalyst classes, Sunday School, Family Night, and more.
- Attend Session meetings
- Regularly have a presence on stage during Sunday worship either through Scripture reading, prayer, announcements, Q&R or other opportunities.
- Prayer:
 - Community Group leaders and hosts

- Community Group members
- Women in the Redeemer LSQ community
- Singles in the Redeemer LSQ community
- Study/Personal Development:
 - Set aside time each week to continue to study, read and grow professionally.

Qualifications

- Need to embrace Redeemer and Redeemer LSQ's vision and have a gospel-oriented heart for New York City.
- Need to understand and support the theology of the Presbyterian Church of America and be aligned with the core principles of Redeemer, including its core ministry values.
- Must have a four-year undergraduate degree. Graduate work in theology, counseling, or similar field strongly preferred.
- Must be a strong fit in the culture of the Redeemer LSQ team.
- Must love spending time with people both one-on-one in an environment of learning, listening, growing and caring, as well as in large-group settings such as crowded events and social gatherings.
- Ability to provide pastoral counsel and care.
- Must be a dependable, team player and entrepreneurial self-starter with ability to take initiative.
- Previous experience building systems and setting programming required.
- Strong problem solving and pastoral skills required.
- Heart for evangelism and gathering people is required.
- Must have at least 5 years of ministry experience in an urban context.
- Previous public speaking and teaching experience preferred.
- Work hours are generally flexible yet must be available for evening and weekend meetings, classes, and events.

Skills & Experiences

Excellent organizational, pastoral, communication and interpersonal skills. Proficient in MS Office applications (Word, Excel, etc.) and online applications (Google docs, sheets, etc.). Ability to work collaboratively, as job performance will be measured in part on ability to support and interface with other LSQ ministry departments and Redeemer congregations. Commitment to understanding and spending significant time in the Lincoln Square area of Manhattan in order to better understand its distinctiveness as a context for ministry.