



Redeemer Presbyterian Church West Side Job Description

Position: West Side Community Group Resident
FLSA Status: Exempt
Band: Band 6
Department: West Side
Work Hours: Full-time
Date: June 12, 2017

Position Summary

Associate Directors report to and learn from Community Group Directors with a goal of becoming well-trained in pastoral ministry. This two-year, pastoral development role has oversight of assigned Community Groups (CG), including the development, training, and care of leaders and members and the ongoing multiplication of groups. Trained to support Community Group team projects, events, teaching, and administrative support as needed. After two years, Associate Directors may be considered for a Community Group Director role, if one is available (no commitment).

Job Description

Assist in the oversight of community groups (50%)

- Oversee up to 25 Community Groups (some of which will begin as Betas)
- Pursue CG leaders for proactive support and care
- Assist in Leader-Coach (LC) recruitment and training, and pursue LCs for support and care
- Visit assigned groups for care and assessment
- Manage and provide feedback on the development of leaders and groups visited

Support Beta Campaign (25%)

- Assist Beta coordinator and CG intern(s) in recruitment and vetting of Beta group leaders
- Staff Beta Kiosks during recruitment phase of Beta campaign
- Provide pastoral care and oversight of assigned Beta groups
- Provide administrative support for Beta campaign as needed
- Assists Beta coordinator in preparation of following year's Beta Campaign

Teaching and content development (10%)

- Collaborate and coordinate with CG directors to equip, develop and train leaders
- Help lead basic and advanced leader training sessions
- Teach classes and develop curriculum

Professional development and pastoral care practice (15%)

- Collaborate with pastoral staff, elders and the counseling center on pastoral care issues
- Provide general pastoral care as needed to practice pastoral care training
- Engage in pastoral development opportunities in collaboration with supervisor
- Engage in professional development opportunities in collaboration with supervisor

Qualifications:

Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Candidate should be aligned with the core theological principles of Redeemer and the Presbyterian Church of America, including the Westminster Confession.

Bachelor's Degree required. Theological degree from an accredited seminary or equivalent preferred, but not required. For

women, previous leadership experience in women's ministry is desirable.

Must have a desire to grow in pastoral ministry, with gifts of pastoring and a teachable character. Must be a dependable, team player and self-starter with ability to take initiative. Strong problem solving and decision-making skills. Previous coaching and counseling experience a plus. Work hours are generally flexible yet must be available for some evening and weekend meetings.

Skills & Experiences:

Excellent organizational, communication, and interpersonal skills. Proficient in G Suite (Google), MS Office applications (Word, Excel, etc.). Ability to work collaboratively within framework of collegiate model, as job performance will be measured in part on ability to support and interface with other ministries and congregations.