

JOB DESCRIPTION

Job Title: Community Life Intern

FLSA Status: Exempt

Band: 5

Reports to: Director of Community Life

Work Hours: Part-time, 20 hours per week

Date: May 19, 2022

Job Summary: The position assists with the oversight of community formation, discipleship of leaders and congregants at Redeemer Downtown and with operations related to the church's community life. The intern has responsibility for the spiritual care and cultivation of assigned groups, assisting in the training of leaders, and ongoing multiplication of leaders and groups. The intern will also be responsible for supporting and sustaining other community life aspects such as local gatherings, socials, retreats, and meeting the needs of the community. The intern will also receive opportunities for professional development in pastoral care and formation and other areas of ministry.

Qualifications:

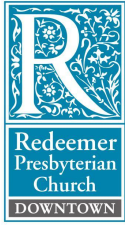
- a growing/mature Christian, deeply rooted in the gospel of grace
- aligned with the doctrinal orientation of Redeemer and embraces Redeemer's core values
- embraced Redeemer Downtown's vision and have a gospel-oriented heart for New York City
- aligned with our belief and theology
- a member of Redeemer Downtown or willing to become a member

The ideal candidate is/has:

- previous small group leadership experience
- proficiency in Word, Excel, Powerpoint, Google Docs and Zoom
- a college degree
- Availability on weekends and evenings as needed (including availability to attend the Sunday services of the assigned congregation)

Internship Description

- Assisting in the oversight and formation of Community Groups, leaders and congregants
- Check-in with CG leaders monthly and meet at least once every other month to encourage them in their spiritual formation and in the care and development of their leaders



- Participate in the regular life of Redeemer DT through worship, community group, social engagement, classes, membership, etc.
- Attend weekly Downtown CG meetings for overall growth and strengthening of community life Downtown
- Update TouchPoint and databases on leader or group related issues
- Lead a weekly Community Group and develop new apprentices and leaders
- Pray weekly for the leaders and groups under care

Assigned Congregational Ministry Areas

- Assist in the planning and execution of Community life special events
- Assist in the planning and execution of Community Conversations and Classes
- Assist in the planning and execution of a church-wide retreat
- Assist in managing the CG database and producing reports as requested
- Provide technical support to CG Leaders
- Assist in the coordination and execution of CG trainings and events
- Host Sunday Service Coffee Hour

Pastoral Care

- Meet with Downtown leaders and CG members to provide care as needed
- Maintain highly visible presence at worship services, coffee hours, social, retreats and congregational events

Teaching and Training

- Assist and teach classes and trainings as requested
- Edit CG curriculum

Professional and Spiritual Development

- Participate in Pastoral Care Collaborative meetings
- Participate in Redeemer network professional development sessions
- Receive coaching and feedback on pastoral care and teaching
- Possibility of playing a role during Sunday worship services

Term & Compensation

The position will require 20 hours per week and pays \$25 per hour.

Please send cover letter and resumes to charles.chung@redeemerdt.com

