



JOB DESCRIPTION

POSITION: Temporary Community Group Manager— Lincoln Square
DEPARTMENT: Redeemer Lincoln Square (LSQ) Congregation
REPORTS TO: Managing Director
FLSA STATUS: Exempt
BAND: 6
HOURS: Part-Time (15 hours per week); Temporary up to 6 months, until Director of Community Life is hired
DATE: Feb. 2021

Job Description:

- 1. Community Group (CG) Study Guide Material — 60% (9 hrs/wk)**
 - Write weekly CG study guide, subject to the editing and final sign-off of the Managing Director.
 - Draft weekly CG emails with the CG study guide and any pertinent announcements or other applicable resources. After approval from the Managing Director, send to CG leaders each week.

- 2. CG Leaders Support and Training — 30% (4.5 hrs/week)**
 - Manage training events and lead basic and advanced CG leader training sessions, as determined by the Managing Director.
 - Make contact monthly (in person, via phone, email or text) with all CG leaders and hosts to check-in, train, encourage and motivate lay-leaders to build and grow a gospel-centered, missionally driven, and culturally engaged community at Redeemer 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.
 - Collaborate with the Managing Director on the recruitment of new CG leaders and hosts.

- 3. Administration — 10% (1.5 hrs/wk)**
 - Maintain accurate information in TouchPoint for all CGs, including current leaders and hosts.
 - Responding to CG inquiries promptly and pastorally within 48 hours.
 - Assist congregants in getting connected to CGs if they have trouble or need guidance.

Qualifications

- Need to embrace 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 LSQ, including its core ministry values.
- Must have a four-year undergraduate degree. Graduate work in theology, counseling, or similar fields is strongly preferred.
- Must be a strong fit in the culture of the 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.
- Strong problem solving and pastoral skills required.
- Heart for evangelism and gathering people is required.
- At least 5 years of ministry experience in an urban context strongly preferred.
- Previous public speaking and teaching experience preferred.
- Work hours are generally flexible yet must be available for evening and weekend training events and meetings.

Skills & Experiences

- Excellent organizational, pastoral, communication (both written and verbal) 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.