



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.