



## **JOB DESCRIPTION**

**Position:** Director of Community Life  
**FLSA Status:** Exempt  
**Band:** 7P  
**Department:** Redeemer Lincoln Square  
**Reports to:** Director of Discipleship  
**Date:** February 2021  
**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 (LSQ) pastoral team. She will play a key role in shaping community and caring for women in the church, as well as collaborating in the development of a culture of evangelism, public faith and doing justice at LSQ. 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. This position envisions a highly collaborative, dynamic, team-based approach to ministry within the Redeemer Lincoln Square staff team, across congregations and between staff and volunteers.

### **Job Description:**

#### **1. Community Life — (16 hrs/wk)**

- **Community Groups (CGs):** Manage and oversee the LSQ Community Group System.
  - Oversee LSQ CG curriculum:
    - Write weekly LSQ CG study guides. Collaborate with the Director of Pastoral Care to write LSQ CG study guides, as needed.
    - Distribute CG study guides and regularly communicate pertinent announcements and resources to LSQ CG leaders and hosts via email weekly.
    - Act as the point person for the development of all CG study guides, resources and curriculum.
  - Manage a system of training for CG leaders and hosts to ensure 100% of leaders are trained at a high-caliber level to care for CG members and understand the LSQ vision of these groups.
    - Conduct recruitment process of identifying and vetting new CG leaders and hosts upon nomination by their current CG leaders at least two times each year.
    - Training curriculum should include one-time training for new CG leaders, as well as ongoing training plans for existing leaders.
    - Manage training events, and with the assistance of the Director of Pastoral Care, lead basic and advanced CG leader training sessions. Every ministry year, at least two basic CG leader training sessions and three advanced CG leader training sessions are required.

- In collaboration with the Director of Pastoral Care, make contact monthly (either in person, via phone, text or email) with all CG leaders and hosts to check-in.
  - Meet one-on-one with all leaders/hosts every three months to train, encourage and motivate lay-leaders to build and grow a gospel-centered, missionally driven, and culturally engaged community at LSQ, 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 the Community Life Coordinator (or equivalent) in responding within 48 hours to web inquiries and referrals received from LSQ staff regarding CGs, and assist congregants in getting connected to CGs if they are having trouble or need guidance.
  - Reference the established inclusion and integration system to set rhythms for reaching out and following up.
- Oversee the Community Life Coordinator (or equivalent) in the maintenance of accurate information in TouchPoint for all CGs, including current leaders and hosts.
- **Pastoral Cases:**
  - 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.
- **Mid-Sized Gatherings:**
  - LSQ-led gatherings:
    - In collaboration with the Director of Hospitality and Connections, plan and execute any mid-sized or mid-week gatherings that are sponsored by Redeemer LSQ, such as mid-week topical discussions.
  - Lay-led gatherings:
    - Serve as the point-person on staff for all lay-led mid-sized gatherings.
    - 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.

## **2. Women's Ministry — (10hrs/wk)**

- Serve as 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)
  - Collaborate on membership interviews with pastors/elders when they are meeting with women or couples and a deaconess is not available and conduct membership interviews solo with women.
- Develop and manage opportunities for women-only discipleship in collaboration with the Director of Discipleship.
  - Lead a women's discipleship cohort.
- Create mid-sized social opportunities for women in the congregation with the help of the Director of Hospitality and Connections.
- Assist the LSQ Kids CM Director in caring for moms and developing moms groups.
- Provide input and guidance to the LSQ staff team on maximizing ministry roles for women in accordance with denominational doctrinal standards.

- Oversee the Community Life Coordinator (or equivalent) in responding within 48 hours to web inquiries and referrals received from LSQ staff regarding women's ministry, and assist congregants in getting connected to this ministry if they are having trouble or need guidance.
  - Reference the established inclusion and integration system to set rhythms for reaching out and following up.

### **3. Evangelism/Public Faith — (5hrs/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.
- Collaborate with the Director of Pastoral Care and Director of Discipleship to stimulate and encourage the development of a culture of inviting and gathering at LSQ by developing and overseeing programs and systems for evangelism.
  - Assist in the development of TEN (The Evangelism Network) at LSQ.
- Assist the Director of Pastoral Care to develop a curriculum for training and empowering the congregation to think outwardly.

### **4. Justice and Mercy — (5hrs/wk)**

- Collaborate with the Director of Pastoral Care and Theologian-in-Residence to design and implement a system of justice initiatives and partnerships for LSQ.
  - Assist Director of Pastoral Care in recruiting, training and providing care to congregants who serve in LSQ's justice initiatives and partnerships.

### **5. General and Sunday Responsibilities — (4hrs/wk)**

- Participate in all required LSQ staff meetings and staff retreats.
- Serve as a regular teacher in various Redeemer Lincoln Square settings, including Membership classes, Catalyst classes, Sunday School, Family Night, and more.
- Participate in all LSQ CET and West Side Session meetings.
- Regularly have a presence on stage during Sunday worship either through Scripture reading, prayer, announcements, Q&R or other opportunities.
- Study/Personal Development:
  - Set aside time each week to continue to study, read and grow professionally.

## **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 Redeemer, including its core ministry values.
- Must have a four-year undergraduate degree. Graduate work in theology, counseling, or similar fields strongly preferred.
- 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.
- Previous experience in multi-ethnic environments strongly preferred.

### **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.