



## **Job Description**

**Job Title: Director of Discipleship**

**FLSA Status: Exempt**

**Band: 7P**

**Department: Downtown**

**Reports to: Interim Lead Pastor**

**Work Hours: Full-time**

**Date: Oct. 26, 2021**

### **JOB DESCRIPTION:**

The Director of Discipleship is responsible for developing and maintaining pathways for spiritual formation at Redeemer Downtown. The Director will work with the Leadership Team to create a holistic and accessible pathway to discipleship that is gospel centered, fits in with the overall vision of Downtown's ministry and can meet people at various places in their faith journey, from those exploring Christianity to a committed servant leader at Redeemer. The goal of the pathway will be to form people as disciples of Christ who love God, love one another and love God's world. The Director will manage discipleship programming, such as classes, cohorts, discipleship triads, church-wide conversations and curriculum development to those ends. The Director will coordinate the staffing, budget and operations of all discipleship programming.

### **RESPONSIBILITIES:**

- Develop a holistic and accessible discipleship pathway that is gospel-centered, in line with Redeemer Downtown's ministry values and meets people at various places in their faith journey
- Coordinate discipleship programming which includes spiritual formation through practices that enable people to love God (worship, personal devotion, generosity), love one another (triads, community formation, membership) and love God's world (evangelism, faith and work, compassion and justice)
- Coordinate and support discipleship programming, such as classes, cohorts, discipleship triads, church-wide conversations and curriculum development
- Coordinate the staffing, budget and operations of discipleship programming and work collaboratively on congregant recruitment and communications
- Work cooperatively with Downtown's Leadership Team on the development of the pathway and alignment on Downtown's ministry and values

- Serve as main contact for congregants inquiring about discipleship opportunities
- Maintain pastoral presence at Sunday worship services and participate in the community life of Redeemer Downtown
- Provide pastoral support to congregants, as needed
- Able to work evenings and weekends as needed for discipleship programming
- Attend Downtown staff meetings and trainings as requested

**Qualifications:**

- Spiritual maturity
- 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.
- Willing to become a member of Redeemer Downtown
- Ability to maintain a high level of sensitivity to the confidential nature of the job
- Minimum 4 year of college. Theological degree from an accredited seminary or equivalent preferred, but not required.
- Minimum of 3 years of experience in a strategic leadership role in a ministry context
- Minimum of 3 years of experience in program management
- Strong systems thinking, problem solving and decision-making skills
- Proven ability to bring projects from inception to completion
- Self-starter with a proven ability to work cooperatively on a team
- Previous coaching and counseling experience a plus

**Skills & Experiences:**

- Experience working on discipleship or spiritual formation in a church and ministry context
- Experience in project management and coordinating multiple programs at a time
- Excellent organizational, strategic, communication, and interpersonal skills
- Skilled in recruitment and developing and maintaining partnerships and productive relationships
- Ability to constructively manage conflict
- Familiar with adult learning techniques
- Skilled in teaching and training a plus
- Skilled in coaching, guiding and leading others a plus
- Proficient in MS Office applications (Word, Excel, etc.) and Google-based applications