



Director, Redeemer Center for Faith & Work - Job Description

Position: Director, Redeemer CFW

Department: CFW

FLSA Status: Exempt

Band: 8

Work Hours: Full time, incl weekends

Reports to: WS Exec Pastor

Date: January 2022

Summary Role

The Director of Redeemer's Center for Faith & Work is the champion of vocational ministry among the Redeemer Churches. The Director leads shared Faith & Work ministries (such as Gotham), and coordinates or supports localized church Faith & Work ministries. The Director clarifies, communicates and operationalizes the goals for CFW and the churches (see below).

Job Description

1. Champion **Faith & Work ministry at Redeemer Churches**, working with church leaders to create year-long goals and plans for their church and coordinated shared programming
 - Provide resources and support for congregation-led classes, retreats, workshops, salons, groups and lectures that further Redeemer Network goals for faith & work
 - Recruit, train and supervise central CFW staff that support ministry needs
 - Develop and manage annual CFW budget for approval by churches
2. Lead **Redeemer Gotham Fellowship**
 - oversee centralized operations for program scheduling, weekly planning and logistics, Saturday/retreat logistics
 - direct the year-long promotion and recruiting process
 - ensure the quality and appropriateness of teaching (theological and practice)
 - provide Gotham curriculum, resources and teaching support for church-based cohort teaching
 - coordinate master teaching schedule and communicate with roster of teachers
 - initiate periodic assessments of program effectiveness across all Churches and organize any suggested changes for subsequent years
 - convene all church leaders for regular planning and support
3. Develop centralized **vocation groups, classes, and conferences** to serve the needs of the Redeemer Churches, if agreed to in the annual CFW ministry year plan
 - F&W Intensives, CFW conference, city-wide Vocation groups, etc.
4. Support **NYC Gotham Alumni**
 - Plan, organize and host the annual alumni retreat for two purposes: individual spiritual retreat and renewal, and mutual encouragement to love and good works
 - Coordinate with an Alumni Council who: serve as class reps, promote alumni programs/events, encourage on-going support of Gotham program (recruiting, coaching, testimonies, speaking, etc.), help plan reunions, help connect alums to other programs in the Church
 - Help churches work with their own alumni in ways that use of the gifts and passions of the alums and benefit the mission of the church
5. Coordinate with **CTC Global Faith & Work Initiative**
 - Provide input to changes in the master program, platform and training

- Participate in the Global Gotham Leaders Network calls and annual meeting to share best practices and learn from each other
 - Support the Redeemer/CTC MOU regarding CTC's stewardship of the Gotham Fellows program and content
 - Support Global training intensives with Gotham/CFW testimonies and teachers, as needed
 - Coordinate and develop simplified system to track creation of new content and distribution of content based on Redeemer IP agreements
 - Share effective and innovative ministry programs with CTC and the larger faith community via online communications channels (such as Gospel & Life, CFW site, etc.)
6. Broader **nationwide faith and work movement** engagement and support, as a spokesperson for Redeemer CFW

Qualifications

- Need to embrace Redeemer's vision and have a gospel-oriented love for New York City
- Mature Christian leader with exemplary moral integrity
- Minimum four-year college degree required, masters degree preferred
- Trained in a robust Reformed understanding of the theology of vocation and culture
- Excellent public speaking and writing abilities, to clearly communicate the vision and practical theology of faith and work
- Proven leadership experience, with three or more years of project leadership required and a track record of effective staff management
- Excellent organizational, multi-tasking, and interpersonal skills: a highly proficient manager who is efficient, strategic and detail-oriented managing multiple simultaneous projects in a timely manner
- Preferred: Proven ability to coordinate different constituencies to a common cause
- Preferred: an existing network with the broader church, academic or faith & work community
- Preferred: fundraising and grant-writing experience
- Experienced skills in GSuite, database

Goals of Redeemer's Center for Faith & Work

1. Guide, train and resource Redeemer church leadership for robust faith and work ministry integrated into all aspects of church vision, life, and missional activity
2. Provide centralized collaboration and operational staff support for a robust Gotham Fellowship that serves each church and the city. Help congregational leadership organize recruiting and promotion plans and help them activate alumni into roles of innovation and leadership at the church level
3. Provide resources and staff support for congregation-led classes, retreats, workshops, salons, and lectures
4. Organize and host vocation groups, classes, and conferences that would be more effective when centralized and continue to serve the needs of the Redeemer Churches
5. Share any effective and innovative ministry programs with CTC and the larger faith community via online communications channels, functioning as a movement leader
6. Operate efficiently, with wise stewardship of combined church funds

Goals of Church Faith & Work ministry

1. Embed faith & work theology, spiritual formation, and mission into all aspects of congregational life and church vision, so that all church participants know how their work matters to God
2. Collaborate with CFW to lead and create robust Gotham Fellowship cohorts at each church, as the most intensive and strategic discipleship program of the church. Integrate other discipleship programs with Gotham. (This includes building awareness, recruiting, pastoring, and ongoing alumni activities)
3. Build communities of senior influencers in every field via Gotham alumni activities, speaker events, salons, etc. – with the goal of nurturing and encouraging gospel-centered leadership in their unique spheres of influence
4. Develop approaches to intersect faith and work ministry with evangelism activities of the local church
5. Work with CFW to create and/or conduct centralized programs that meet collective needs