



## **Redeemer Presbyterian Church Job Description**

**Position:** Executive Director/Pastor – East Side

**FLSA Status:** Exempt

**Band:** 9P

**Department:** Lead Pastor

**Reports to:** East Side Lead Pastor

**Work Hours:** Full-time

**Date:** January 4, 2017

### **POSITION SUMMARY**

Reporting to the Lead Pastor (LP), the Executive Director (ED) will take a lead role in strategic planning and executing the vision of Redeemer East Side to be a generative congregation that reaches the East Side (ES) neighborhoods of center-city New York with the gospel. The ED will provide primary executive leadership to the ES staff and congregation by setting annual and long-term goals with the LP, and strategically aligning the ES staff towards reaching those goals.

These goals include, among others, generating new Redeemer sites, cultivating generosity for financial health, expanding lay involvement and discipleship, and deepening evangelistic dynamic in the congregation. The ED will also maintain and strengthen strategic partnerships with partner ministries such as CFW, HFNY, Redeemer City to City, and the other Redeemer congregations, as well as other like-minded churches on the ES. Other responsibilities will include overseeing and developing mid to entry level pastors (for pastor candidates only), cultivating a healthy staff culture, driving annual planning and budgeting processes, interfacing with Redeemer session, working with centralized Redeemer functions (finance, HR, etc.), and establishing strong communication with the congregation.

ED will work as a partner and advisor to the LP in his various work areas. This is a role of strategic executive leadership to operationalize ministry vision.

Strong organizational leadership and management background, problem-solving and decision-making abilities, proven organizational skills, flexibility in a fluid environment, initiative, team building and leadership development in a complex multi-dimensional organization are essential. Experience living, working, and ministering in a major urban context a plus.

For pastors, prior church staff management/leadership and ordination in the Presbyterian Church of America a must. Prior church planting experience a plus.

### **JOB DESCRIPTION**

#### **Strategic Planning and Execution**

- Work with LP to identify and execute strategic ministry initiatives (e.g. new ES sites, evangelism, community formation, mercy and justice ministries, neighborhood presence, etc.).
- Set annual and long-term goals and execution plans that align both the workflow of the ES staff and the focus of the ES congregation around key strategic priorities.
- Establish and maintain key performance metrics to evaluate the effectiveness of all areas and ministries of the church.
- Ensure effective communication of vision and strategic priorities to all stakeholders (e.g. staff, session, congregation, other Redeemer churches, etc.).
- Support the LP in his role as spiritual and visionary leader for a flourishing ES church community.

### **Executive Oversight and Management**

- Effectively manage staff
  - Oversee workflow and planning processes of staff team to align with strategic goals.
  - Cultivate a dynamic staff culture of collaboration, healthy feedback, commitment to excellence, healthy conflict resolution, innovation and mutual encouragement.
  - Conduct effective annual performance reviews, establish clear expectations for staff, and ensure ongoing opportunities for clear feedback and development.
  - Lead meetings and drive agendas for ES staff, ES exec team, & ES session meetings.
  - Develop staff, personally and professionally. Work with LP to oversee recruitment, training, and development of staff, particularly prospective site planters.
- Cultivate financial health and sustainability
  - Develop annual financial plans that fund the accomplishment of the strategic plan and cultivate overall financial health and sustainability.
  - Oversee and grow the giving of Redeemer ES for long-term financial health.
- Prepare for the management of a new ES building
  - Work with Redeemer CFO on the acquisition and funding an ES building.
  - Ensure effective oversight of the infrastructure, operations, and missional strategy for future building use and maintenance.

### **Movement/Network Leadership**

- Work with LP, and other Redeemer and City to City Staff, to execute the goal of planting three successful ES sites in the next 10 years.
- Work with LP and other key staff to identify, recruit, and develop future site pastors for the Redeemer network of churches.
- Actively partner with Redeemer affiliated organizations (HFNY, CTC), central departments (CFW, diaconate, HR, etc.), and the other Redeemer congregations to execute shared goals, including the successful launch of Public Discipleship.
- Work with LP and other Redeemer staff to develop an effective infrastructure to hold the Redeemer churches (and sites) together in a tightly-knit network going forward.

### **Pastoral Leadership and Care (For pastor candidates only)**

- Lead worship, administer sacraments, preach, and teach
  - Lead worship services and administer sacraments on a regular basis.
  - Be pastorally present at both AM and PM worship services on a regular basis.
  - Preach occasionally as needed (6-8 times a year, holidays, summer supply, etc.).
  - Teach ES Classes as needed.
- Pastoral Care

- Coach other pastors and staff on pastoral cases and issues as they arise.
- Manage ongoing pastoral care caseload for other pastors and staff to ensure pastoral sustainability and health.
- Coach pastors and staff to prioritize and empower lay ministry.
- Provide pastoral care and counseling for specialized or acute cases as needed.
- Provide leadership with LP for Congregational, Session, and Presbytery meetings
  - Drive agendas for ES Elder Teams (CET and ST), Session, and Congregational Meetings.
  - Ensure effective communication and coordination with the NY Metro Presbytery.

## **QUALIFICATIONS**

- Prioritizes personal growth in grace through healthy rhythms of Sabbath rest, prayer, Scripture, and reconciliation in relationships
- Demonstrates emotional health and spiritual maturity in personal relationships, good judgment, and personal integrity.
- Embraces Redeemer's theological vision and core values with demonstrated effectiveness in the center city context.
- Enjoys challenging assignments and thrives in a complex and fluid environment
- Winsome, team-oriented leader of leaders who is humble, teachable, approachable, committed to coaching and empowering others
- Minimum 10 years of professional experience, minimum 5 years of strategic, senior-level management experience. Experience with religious or 501(c)3 nonprofits a plus.
- Bachelor's degree required; master's level management degree (MBA or MPA) a plus. Formal theological training a plus.