



## REDEEMER PRESBYTERIAN CHURCH

**Position:** Formation Coordinator

**FLSA Status:** Non-Exempt Band: 5

**Department:** Community Group, East Side

**Reports to:** Formation Director, East Side

**Hours worked:** Part-Time, 20 Hours per week, generally flexible but may include some weekends or Sundays if needed for events

### Position Summary

Manage the implementation and execution of Formation initiatives for Redeemer East Side in coordination with the Formation team

### Job Description

- Implement Formation offerings including classes, cohorts, Community Group guides and online learning paths
- Support East Side staff and lay leaders in deeply integrating Formation principles, frameworks, and tools into overall East Side ministry
- Interface with the East Side Formation Director to align strategy and values for equipping congregants in their practices and callings
- Collaborate with the Formation team to execute marquee events such as conferences and colloquium series
- Manage end to end implementation of ES Formation classes
- Assess needs of East Side congregants and contribute to the development and implementation of the relationships calling
- Maximize lay leadership in Formation offerings

### Qualifications

- A growing Christian, deeply rooted in the gospel of grace
- Aligned with the doctrinal orientation of Redeemer Presbyterian Church and its core values
- Excellent organizational and interpersonal skills
- Proficient in MS Office applications, database navigation and online applications