



**POSITION: Community Life and Leaders Coordinator — Redeemer Presbyterian
Church Lincoln Square (LSQ)**

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Director of Discipleship/Director of Community Life

FLSA STATUS: Non-Exempt

WORK HOURS: 30 hours to Full-time

BAND: 5

DATE: September 27, 2021

JOB SUMMARY

The Community Life and Leaders Coordinator will provide logistical and administrative support to the LSQ team, Diaconate and Congregational Elder Team. This includes tasks and projects related to office management, event planning and data management.

This position is highly tactical and administrative in nature, but also people-intensive. Strong organizational, multi-tasking, proactive problem-solving and interpersonal skills are essential. The Community Life and Leaders Coordinator will play an important role in supporting the congregational care, mercy ministry and discipleship programs at LSQ to achieve our overall vision, mission and strategy.

WORK HOURS

- Initially, part-time at 30 hours per week with benefits, then in June 2022 full-time, 40 hours per week; with some nights and weekends
- This person will split time supporting the ministry efforts of LSQ's Director of Community Life (or equivalent position) (initially at 10 hours/week and then in June 2022 at 20 hours/week) and LSQ's Director of Discipleship (20 hours/week).

JOB DESCRIPTION

Community Groups (CGs) and Community Life — (Initially at 10 hrs/wk, increase to 20hrs/wk starting June 2022)

- **CGs (Initially at 9 hrs/wk, increase to 16hrs/week starting June 2022)**
 - Manage all administration and logistics for the LSQ CG system including:
 - TouchPoint management to ensure all CG records are accurate and hosts/leader information is correct.

- Responding to CG inquiries promptly and pastorally. Assist congregants in getting connected to CGs if they have trouble or need guidance.
 - Assisting with the vetting process for new CG leaders and hosts.
 - Develop and analyze reports for the Director of Community Life, as needed.
 - Sending CG study guides and pertinent announcements weekly.
 - Assist and provide logistical and administrative support for new CG leader and advanced CG leader training sessions to ensure 100% of leaders are trained to care for CG members and understand the vision of these groups.
 - In collaboration with the Director of Community Life, make contact monthly with all CG leaders and hosts to check-in and track all communications in CG records.
 - Triage pastoral care issues and direct to the appropriate pastoral care staff for follow-up and extended care.
 - Plan and execute a communications plan for CG leader and host recruitment in collaboration with the Director of Community Life and the Communications and Generosity Manager.
- **Community Life**
 - **Women's Ministry (Initially at 1 hr/wk, increase to 2hrs/week starting June 2022)**
 - Assist Director of Community Life with administration of care, training and supervision of women's ministry volunteers.
 - Provide planning and logistical support for seminars, cohorts and events for women's ministry.
 - **Evangelism & Public Faith and Justice & Mercy (2 hrs/wk starting June 2022)**
 - Assist Director of Community Life with administration of implementation of Evangelism & Public Faith and Justice & Mercy initiatives and programs.

Leaders — (20hrs/wk)

- **Diaconate and Congregational Elder Team**
 - **Meetings and Events:**
 - Oversee and implement all Diaconate and Congregational Elder Team meeting and event logistics, including, but not limited to booking room reservations, communications, IT, catering, preparation of agenda/handouts, setting up of meeting rooms, meeting the needs of speakers, special guests and attendees, etc. for each event ensuring quality standards and timeliness.
 - Draft minutes of Diaconate meetings.
 - **Diaconate Financial Administration:**
 - Process all financial assistance requests for diaconate clients, including Disaster Relief Fund requests, ensuring accurate and

- timely payment, including liaising with the finance department and Redeemer Counseling Services.
- Update care plan files to ensure financial assistance requests are in line with approved care plans
 - Maintain financial summary of Mercy Fund and Disaster Relief Fund (i.e., gifts received, financial expenditures, funds available), and provide statistics re: how funds are used if requested.
- **Diaconate Care Request:**
 - Ensure the timely processing of all Diaconate care requests received via sources outside of care intake form (i.e., phone and website inquiries, bulletin info form)
 - **Recruitment of Deacons/Deaconesses/Elders:**
 - Manage all administrative aspects of the recruitment process for new deacons, deaconesses and elders, including nominations, application processing, setting up of interviews, logistics of both theological and practical skills training, and installation.
 - **Membership and Congregational Care:**
 - Oversee and implement all administrative aspects of our church membership process (classes, application, interview, approval, transfers, vows and baptisms and certificates).
 - Provide administrative support to the Director of Children's Ministry for infant baptisms.
 - Oversee all administrative aspects of LSQ's 2Q, one of our major initiatives for member/congregational care. This includes training documentation, member assignments, TouchPoint troubleshooting, etc.
- **Discipleship**
 - Assist Director of Discipleship with administrative tasks, including, but not limited to, calendar management, scheduling and note-taking at certain meetings.
 - Oversee and implement all discipleship meeting, class and event logistics, including, but not limited to booking room reservations, scheduling, communications, IT, catering, preparation of agenda/handouts, setting up of meeting rooms, meeting the needs of speakers, guests and attendees, for each class/meeting/event ensuring quality standards and timeliness.

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.
- Minimum four-year undergraduate degree required.

- Experience in an administrative role.
- Experience in managing data for organizational efficiency and effectiveness.
- Ability to organize and advance multiple projects at once.
- Experience planning and executing events (specific to logistics).
- Aptitude for communicating effectively.
- Ability to manage full administrative details of an organization.
- Ability to think proactively and anticipate and meet administrative needs.
- Has experience with database management (or CRM) tools a plus
- Comfort and competence navigating a complex organization and a dynamic ministry environment.
- Commitment to take initiative, own and follow through on administrative details and projects.
- Ability to build relationships and trust across a broad set of staff and volunteers.
- Flexibility to work evening and weekend events, as needed.

SKILLS AND EXPERIENCES

- Excellent organizational, communication and interpersonal skills.
- Proficient in MS Office applications (Word, Excel), online applications (Google calendar/docs), and Adobe Creative Suite.
- Must be in possession of administrative, interpersonal, organizational, technological, and problem solving skills.
- Experience in writing and editing is preferred.
- Community Group leadership or of some small group (or Bible study) experience is preferred.
- Urban ministry experience is a plus.