



## **JOB DESCRIPTION**

**Position:** Women's Ministry Manager  
**FLSA Status:** Exempt  
**Band:** 6P  
**Department:** Redeemer Lincoln Square  
**Reports to:** Director of Discipleship  
**Date:** August 2021  
**Hours:** Part-Time; (10 hours per week); Temporary until May 2022

### **Job Description:**

#### **1. Women's Ministry — (10hrs/wk)**

- Serve as the main contact for all women's care and community.
- Provide support, encouragement, training and pastoral care to women throughout the congregation including members and non-members.
  - Attend pastoral care meetings with women, when they request it while meeting with one of the pastors (e.g., either for pastoral care or for a pastor office hour)
  - Collaborate on membership interviews with pastors/elders when they are meeting with women or couples and a deaconess is not available and conduct membership interviews solo with women.
- Develop and manage opportunities for women-only discipleship in collaboration with the Director of Discipleship.
  - Lead a women's discipleship cohort.
- Create mid-sized social opportunities for women in the congregation with the help of the Director of Hospitality and Connections.
- Assist the Children's Ministry Director in caring for moms and developing moms groups.
- Provide input and guidance to the LSQ staff team on maximizing ministry roles for women in accordance with denominational doctrinal standards.
- Respond within 48 hours to web inquiries and referrals received from LSQ staff regarding women's ministry, and assist congregants in getting connected to this ministry if they are having trouble or need guidance.
  - Reference the established inclusion and integration system to set rhythms for reaching out and following up.
- Participate in LSQ staff meetings and staff retreats.
- Serve as a regular teacher in various Redeemer Lincoln Square settings, including Catalyst classes, Sunday School and more.
- Participate in LSQ Congregational Elder Team meetings.

### **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.

- Must have a four-year undergraduate degree. Graduate work in theology, counseling, or similar fields strongly preferred.
- Must love spending time with people both one-on-one in an environment of learning, listening, growing and caring, as well as in large-group settings such as crowded events and social gatherings.
- Ability to provide pastoral counsel and care.
- Must be a dependable, team player and entrepreneurial self-starter with ability to take initiative.
- Previous experience building systems and setting programming required.
- Strong problem solving and pastoral skills required.
- Heart for evangelism and gathering people is required.
- Must have at least 5 years of ministry experience in an urban context.
- Previous public speaking and teaching experience preferred.
- Work hours are generally flexible yet must be available for evening and weekend meetings, classes, and events.
- Previous experience in multi-ethnic environments strongly preferred.

### **Skills & Experiences**

Excellent organizational, pastoral, communication and interpersonal skills. Proficient in MS Office applications (Word, Excel, etc.) and online applications (Google docs, sheets, etc.). Ability to work collaboratively, as job performance will be measured in part on ability to support and interface with other LSQ ministry departments and Redeemer congregations. Commitment to understanding and spending significant time in the Lincoln Square area of Manhattan in order to better understand its distinctiveness as a context for ministry.