

JOB DESCRIPTION

POSITION: Ministry or Executive Director— Lincoln Square

FLSA STATUS: Exempt

BAND: TBD

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Lincoln Square Lead Pastor

HOURS WORKED: Full-Time

This role has the potential to be either a Ministry Director or an Executive Director depending on education and experience.

POSITION SUMMARY:

Reporting to the Lead Redeemer Lincoln Square Pastor, the Ministry Director will take the lead role in the management of the Lincoln Square team. This role includes overseeing and directing all internal operations and interactions with other Redeemer churches and ministries, as well as interfacing with outside contractors and services who oversee HR, finance, accounting, etc. This person will work closely alongside the LSQ Pastor in order to effectively implement the LSQ Pastor's vision for the church, and will direct and oversee day-to-day operations, strategic planning initiatives and implementation including managing workflow, streamlining processes and troubleshooting.

JOB DESCRIPTION:

Staff Team:

- Lead staff team meeting on Monday mornings and oversee the staff meeting schedule.
- Oversee the development, encouragement, and team culture of the Lincoln Square staff, as well adherence to the team values.
 - Plan 1-2 professional development trainings per year for LSQ staff.
 - Work to maintain a team culture of trust, transparency, teamwork, and fun where each team member is respected, known, and cared for as laid out in our LSQ team values.
 - Regularly check-in on team health.
- Supervise reviews and encourage creation and execution of personal development plans.
- Hold the staff team (both pastoral and support) accountable to responsibilities in job descriptions and lay out action plans/steps for each staff member to reach designated goals for the year.
- Manage workflow of staff team and supervise relevant staff to ensure effective execution of ministry plan.
- Plan and run staff retreats 2x a year.

Strategic Planning and Implementation:

- Work with the LSQ Pastor and elders to establish key organizational goals, priorities, benchmarks and timetables each ministry year. Ensure these are met in a timely and effective way.
- Design systems to execute the ministry plan and align individual contributions to the main priorities of LSQ.
 - Ensure team members write goals for their ministry area in response to the yearly goals of the church.
- Direct and oversee daily operations as well as strategic planning initiatives and implementation. This includes:
 - Keep projects and tasks on schedule while maintaining the ability to adjust accordingly as circumstances change.
 - Managing workflow for the team and holding the team accountable to the action plans established to accomplish the yearly goals

- Streamlining processes and troubleshooting in order to free up the LSQ Pastor to focus on high-level ministry priorities, vision-casting, preaching, teaching, writing and pastoral care.
- Support the LSQ Pastor in vision-casting by strategizing how to implement the vision through execution
- Interface with the elders regularly to inform them of happenings and loop them into necessary strategic decisions.
- Set monthly LSQ Session agendas alongside the LSQ pastor, help submit monthly minutes to the presbytery.

Generosity:

- Provide support to the Communications and Generosity Manager as it relates to generosity initiatives to grow our congregation in generosity.
 - Brainstorm and execute on generosity initiatives with the Communications and Generosity Manager.
- Help identify key donors and follow up with them.
- Direct the implementation of any capital campaigns alongside the LSQ Session, pastor and Communications and Generosity Manager.

Finance, HR, and Internal Operations:

- Management of services:
 - Manage the relationship with HR/accounting/finance.
 - Make key decisions about contracted services such as HR, benefits, finance, etc/
- Network Relationship:
 - Work alongside Redeemer West Side Exe Pastor to discuss joint events, shared resources, policies, etc.
 - Attend Network Leadership Team meetings to discuss Redeemer network matters and decisions.
- Internal Processes:
 - Write policies for the LSQ team as it relates to benefits, HR, expenses, etc.
 - Monitor and enforce the adherence of these policies.
- Financial Oversight:
 - Oversee the assembly of the annual operating budget for review by the LSQ Pastor and Session
 - Maintain fluid communications with the LSQ Financial Oversight Committee, and work with the Ministry Consultant to report metrics weekly.
 - Provide oversight for LSQ financial planning and budget tracking.
 - Monitor budget vs. actual spending and provide regular budget reporting to the team and elders.
 - Enforce budgetary controls with the staff team
 - Revise the budget as needed throughout the year
 - Model income scenarios and work towards a 3-6 month reserve fund.
 - In the event of a disaster or year of significant reduction of giving, model crisis situations and be prepared to execute on them.
 - Model cost/benefit scenarios for key strategic decisions such as going to 2 services
- Office Space:
 - Oversee all office-related decisions including:
 - Office moves
 - Directing research and decisions for new office space
 - Modeling cost/benefit analyses for new spaces

QUALIFICATIONS:

- Character/Spiritual Maturity:
 - Ministry approach to leadership as service and relational empowerment.
 - Strong people skills and personal commitment to gospel transformation in all areas of life.
 - Committed to personal holiness, growth in grace, and reconciliation in relationships.
- Vision:
 - Embraces Redeemer LSQ and the Lead Pastor's vision, both professionally and personally.
- Leadership:
 - Excellent leadership and management skills with a demonstrated ability to work in partnership with senior leaders and staff.
 - Winsome leader who is humble, teachable, approachable, able to coach and empower others.
 - Committed to healthy team dynamics (conflict resolution, collaboration, ability to fail, pursuit of excellence, open communication, etc.)
 - Breeds positive, collaborative, innovative ministry culture characterized by prayerfulness, hope for the city and others, gospel humility and boldness, enthusiasm and love for others
 - Emotionally mature and wise, exercising good judgment and integrity with ability to inspire and lead leaders, officers, congregants, staff.
- Management:
 - Experience supervising, collaborating with and empowering a staff team in a manner that is flexible, supportive and goal-driven.
- Skill-set and Work Ethic:
 - Proactive self-starter who is creative, motivated and diligent in work product with high commitment to professional excellence.
 - Ability to prioritize and manage multiple projects, relationships and resources simultaneously through tracking, list-keeping and accountability.
 - Keen strategic thinker and ability to plan and execute complex ministry plans.
 - Excellent written, oral, interpersonal and presentation skills.
 - Strong planning, problem solving, decision-making skills and discernment.
- Systems:
 - Committed to creating systems while allowing for fluid innovation where needed.
 - Ability to commit to a specific course, but flexible enough to adapt as needed.
- Ministry in NYC:
 - Ability to live and thrive in center-city context.
 - Conversant with center-city ministry challenges – skepticism, transience, urban work culture, etc.
- Education and Experience:
 - Minimum of 10+ years of business and management experience.
 - Past experience in both corporate business and 501(c)3 nonprofits..
 - Bachelor's degree required, higher education a plus.
 - MBA preferred