



## REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

**POSITION:** Ministry Coordinator — Lincoln Square

**FLSA STATUS:** Non-Exempt

**BAND:** 5

**DEPARTMENT:** Lincoln Square Congregation

**REPORTS TO:** Lincoln Square Project Manager

**DATE:** April 1, 2017

**HOURS WORKED:** Part-time, 20 hours per week  
(must be available to work occasional Sundays and evenings)

### **POSITION SUMMARY:**

Coordinates and oversees the logistics and execution of congregational life and worship for Redeemer Lincoln Square. This includes coordinating worship services, ministry events, membership and congregational care, as well as offering administrative support for the Lincoln Square staff team. This position is highly tactical and administrative in nature, but also people-intensive. Strong organizational, multi-tasking, problem-solving and interpersonal skills are essential.

### **JOB DESCRIPTION:**

#### **1. Worship**

- Recruits and schedules volunteers for special service functions (ex: prayer of the people and Scripture readers)
- Coordinate with congregants as necessary for the special-service components of worship services including baptisms, new members, testimonies, and prayer of the people.
- Compile Sunday announcements and provide to Sunday Operations Manager and Worship Leader prior to Sunday service

#### **2. Ministry Events**

- Coordinate logistics for ministry events, and provide administrative support including but not limited to inputting attendance, printing materials, ordering event supplies, and printing nametags.

#### **3. Communications**

- Edit and coordinate printing of worship bulletins and Connect each week
- Work closely with Redeemer designer to have ads created for Connect
- Execute website content updates
- Send emails including bi-weekly updates, event invitations, reminder emails, and follow-ups through TouchPoint (Redeemer's content management database)
- Post approved social media content to necessary channels and platforms
- Coordinate monthly meetings with volunteer social media team and serve as the staff contact

#### **4. Membership and Congregational Care**

- Coordinate membership process and schedule necessary interviews
- Follow-up with all bulletin tear-offs from Sunday worship

## **5. Administrative Support**

- Serve as Lincoln Square expert for TouchPoint (Redeemer's content database)
- Take notes during weekly staff meeting
- Assist Redeemer Lincoln Square Pastor with scheduling, expenses, arranging travel, and other administrative support needs
- Assist in departmental administrative responsibilities including expense reports, printing, scheduling, ordering supplies, and Excel and TouchPoint database work
- Check [LincolnSquare@redeemer.com](mailto:LincolnSquare@redeemer.com) and respond or forward emails as necessary
- Manage Redeemer Lincoln Square event calendar and room reservations
- Submit musician payments each week
- Manage the Lincoln Square direct phone line and respond to voicemails in a timely manner
- Submit event bills for payment through bill.com
- Record attendance and giving numbers each week from worship service
- Input Redeemer Lincoln Square visitors into the building database for entry

## **QUALIFICATIONS:**

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City.
- Minimum four-year college degree required.
- Must be a highly proficient administrator who is logical and able to problem-solve and prioritize.
- Must be extremely detail oriented and able to manage multiple projects simultaneously and follow through on details to completion in a timely manner with excellence.
- Experience in writing, publishing, or marketing and communications.

## **SKILLS AND EXPERIENCES**

- Excellent communication and interpersonal skills.
- Exceptional organizational skills
- Proficient in MS Office applications (Word, Excel); ability to develop and work with complex formulas within Excel a plus.
- Online applications (Google Drive, Google Calendar)
- Social media platforms (Facebook, Instagram, Twitter)
- Experience in content management databases and systems a strong plus.