



REDDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

POSITION: Ministry Director— Lincoln Square

FLSA STATUS: Exempt

BAND: 7

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Lincoln Square Site Pastor

HOURS WORKED: Full-Time

POSITION SUMMARY:

Reporting to the Site Pastor, the Ministry Director will take a lead role in the management of LSQ congregational communication (bulletin, announcements, social media), membership, generosity/donor relations, operating budget, team technology, session interface and facilitating the LSQ staff team meetings and retreats. The Ministry Director will also be the primary touchpoint with other Redeemer congregations and teams (Collegiate Team Rep., Communications Team, Culture Team, etc.)

JOB DESCRIPTION:

Staff Team Management:

- Assist LSQ Pastor in support, encouragement and development of Lincoln Square staff.
- Establish annual goals, supervise reviews and assist in professional development of Lincoln Square staff.
- Manage workflow of staff team and supervise relevant non-pastoral staff to ensure effective execution of ministry plan both in early stages of congregational development and beyond.
- Hold staff team accountable to responsibilities in job descriptions and lay out action plans/steps for each staff member to reach designated goals for the year.
- Assist in creating a team culture of trust, transparency, teamwork, and fun where each team member is respected, known and cared for.

Strategic Planning and Implementation:

- Sit on the Lincoln Square leadership team to establish key organizational goals, priorities, benchmarks and timetables; ensure these are met in a timely and effective way.
- Direct and oversee day-to-day operations, strategic planning initiatives and implementation including managing workflow, 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.
- Design systems to execute ministry plan and align individual contributions to the main priorities of LSQ.
- Keep projects and tasks on schedule while maintaining the ability to adjust accordingly as circumstances change.
- Maintain systems to manage Pastor's meetings, invitations, travel arrangements, calls, etc.
- Coordinate and assist the Pastor in scheduling and organizing all church-related activities.

Mobilization of Congregation into Ministry:

- Maintain commitment to "every member ministry" by cultivating a culture on our staff team of effectively resourcing, supporting and appreciating volunteers in every ministry department.
- Develop and oversee systems to recruit, train, empower, support and celebrate lay leadership
- Develop effective ways to empower lay-leaders to be creative and take the lead around new ministry opportunities that tightly align with the vision and values of Redeemer LSQ.

Communication Strategy:

- Develop the LSQ communications strategy each ministry year and oversee execution
 - Manage and oversee external communications, including coordination with the other Redeemer churches.
 - Coordinate ministry and internal communication systems including among the Redeemer churches, Redeemer City to City, Center for Faith and Work, Hope for New York, Session, Stand-up, Redeemer Counseling Services, etc.
- Sunday Communications:
 - Oversee weekly liturgy development and approve final bulletins
 - Approve final Connect and weekly announcements
 - Manage Sunday Worship Calendar

Finance:

- Oversee the assembly of the annual operating budget for review by the LSQ Pastor and Session
- Provide oversight for LSQ financial planning and budget tracking.
 - Monitor budget vs. actual spending and provide regular budget reporting to the team.
 - Enforce budgetary controls with the staff team
 - Revise the budget as needed.

QUALIFICATIONS:

- Ministry approach to leadership as service and relational empowerment. Strong people skills and personal commitment to gospel transformation in all areas of life. Embrace Redeemer's and Lead Pastor's vision, both professionally and personally.
- Excellent leadership and management skills with a demonstrated ability to work in partnership with senior leaders and staff. Experience supervising, collaborating with and empowering a staff team in a manner that is flexible, supportive and goal-driven. 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.)
- Proactive self-starter who is creative, motivated and diligent in work product with high commitment to professional excellence. 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. Ability to prioritize and manage multiple projects, relationships and resources simultaneously.
- Breeds positive, collaborative, innovative ministry culture characterized by prayerfulness, hope for the city and others, gospel humility and boldness, enthusiasm and love for others
- Keen strategic thinker and ability to plan and execute complex ministry plans.
- Ability to live and thrive in center city context. Conversant with center city ministry challenges – skepticism, transience, etc.
- Emotionally mature and wise, exercising good judgment and integrity with ability to inspire and lead leaders, officers, congregants, staff.
- Committed to personal holiness, growth in grace, reconciliation in relationships
- Excellent written, oral, interpersonal and presentation skills.
- Strong planning, problem solving, decision-making skills and discernment.
- Minimum of 5 years of professional experience. Experience with religious or 501(c)3 nonprofits a plus.
- Bachelor's degree required.