



REDEEMER PRESBYTERIAN CHURCH

JOB DESCRIPTION

Position: Community Group Director

FLSA Status: Exempt

Date: January 18, 2012

Office Location: Redeemer Presbyterian Church Offices
1359 Broadway- Suite 400 New York, NY 10018

Position Summary

This position is open to both men and women and can be ordained or non-ordained. The position oversees Community Groups, Leaders, and Leader-Coaches. The director has responsibility for pastoral and spiritual oversight of all assigned groups, training of leaders, and ongoing multiplication of leaders and groups. Each director will also be responsible for directing specific congregational ministry areas assigned to him or her. As the community group department is congregationalized, we anticipate the community group ministry will grow and evolve. Consequently, the position will adapt in specific ways to suit the particular needs of each congregation.

Job Description

Oversight and Supervision of Community Groups

- Meet with Leader-Coaches at least once per month to support them in the shepherding and developing their leaders
- Visit community groups at least once a year for care and to articulate core values
- Develop structures and systems for leader and group multiplication including beta- and seekers groups
- Collaborate with other directors to assume responsibility for group and leader growth
- Provide reports on the development of leaders and groups visited

Assigned Congregational Ministry Areas

- Oversee the execution of monthly congregational leader meetings
- Develop and execute ministry plans for assigned ministry areas
- Gather and develop lay ministry teams for assigned ministry areas

Pastoral Care

- Maintain highly visible presence at worship services, coffee hours, and congregational events
- Maintain contact with leaders to ensure pastoral care, quality group dynamics, and authentic community in the community groups
- Shepherd leaders in their personal lives
- Collaborate with other pastors, CG Directors, and Session Shepherding Team with pastoral care issues
- Interface with the Session on discipline cases when appropriate
- Interface with and make referrals to Counseling Center when appropriate
- Participate in the rotation of 'Pastor-on-Call' duties



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Teaching and Training

- Collaborate and coordinate with other CG directors to ensure high-caliber leader development
- Help lead basic and advanced CG leader training sessions
- Be available for consulting with leader-coaches and leaders
- Teach courses periodically

Qualifications

Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Candidate should be aligned with the core theological principles of Redeemer and the Presbyterian Church of America, including the Westminster Confession.

Minimum 4 year of college. Theological degree from an accredited seminary or equivalent preferred, but not required. For women, previous leadership experience in women's ministry is desirable. Must be a dependable, team player and self-starter with ability to take initiative. Strong problem solving and decision-making skills. Previous coaching and counseling experience a plus. Work hours are generally flexible yet must be available for some evening and weekend meetings.

Skills & Experiences

Excellent organizational, communication, and interpersonal skills. Proficient in MS Office applications (Word, Excel, etc.). Ability to work collaboratively within framework of collegiate model, as job performance will be measured in part on ability to support and interface with other ministries and congregations.