



REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

Position: Director of Ministry - Downtown

FLSA Status: Exempt

Band: 8

Department: Lead Pastor

Reports to: Lead Pastor- Downtown

Date: April 14, 2015

Hours worked: Full-Time (Sunday, Monday- Thursday)

Position Summary

Reporting to the Lead Pastor, the Ministry Director (MD) will take a lead role in operationalizing and executing major ministry objectives for the Downtown congregation, including but not limited to generosity, new ministry initiatives, congregational mission and leadership development. The MD will play a significant role with the Lead Pastor and DT staff in financial planning, strategic goal-setting, ministry calendar planning and communication strategy and will pay particular focus to the outward-facing expression of Redeemer's vision (cultural engagement, new sites, public faith, etc.). The MD will also work with Downtown staff, officers and lay leaders to provide encouragement, support and direction.

The MD will focus on executing Redeemer's various ministry priorities in the Downtown congregation, which may include cross-institutional and cross-congregational initiatives. The MD will work as a partner and advisor to the Lead Pastor in his various work areas. This is a role of strategic executive leadership to operationalize ministry vision and congregational initiatives, focusing particularly on mobilizing the Downtown congregation for mission.

Strong management background, problem-solving and decision-making abilities, proven organizational skills, initiative, team building, leadership development, and multi-tasking are essential.

Job Description

Strategic planning and execution

- Work with Lead Pastor and DT staff in establishing key organizational goals, priorities and timelines, ensuring they are executed in timely and effective ways.
- Develop and direct staff-wide annual planning process, working with lead pastor, officers, staff and some volunteer leaders. Help develop and maintain ministry calendar.

Lead Pastor support

- Engage Lead Pastor at critical stages of decision-making process
- Help Lead Pastor in his own goals as leader of congregation, to maximize his focus on leadership and high-level ministry priorities, including establishing scheduling priorities, interfacing with centralized departments and reducing administrative work. Serve as staff liaison to appropriate congregational groups (officers, volunteer leaders, etc.)

Staff support

- Create culture of collaboration, mutual support and shared success; help cultivate and maintain Downtown staff values and approach to ministry. Work to develop dynamic, innovative, mutually supportive and collaborative teamwork culture.



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- Assist Lead Pastor in support, encouragement and development of Downtown staff, including organizing, planning, development and team-building events throughout the ministry year.

Congregational engagement

- Help existing ministries to recruit, support, train and resource volunteers and leaders, focusing particularly on leadership development for ministry inside and outside of the church.
- Develop strategies to increase congregational involvement and innovation, including assimilation, membership, generosity and training in calling and mission.

Administrative oversight

- Oversee and direct workflow of staff team in key areas of administration (finances, communication, etc.), while developing systems to minimize administrative work for entire staff.
- Keep projects on schedule while maintaining ability to adjust accordingly as circumstances and strategies change.

Communication and Financial oversight

- Develop and oversee multi-faceted communication strategy, including coordination within staff and communication to the congregation.
- Oversee congregational financial priorities, including budgeting, short and long-term financial planning, forecasting, monitoring expenditures and performance, enforcing budgetary controls and preparing reports as necessary

Qualifications

- Pastoral approach to leadership as service and ministry as relational empowerment. Strong people skills and personal commitment to gospel centrality in all relationships.
- Excellent leadership and management skills with a demonstrated ability to work in partnership with a senior leader and staff. Track record of supervising, collaborating with and empowering a staff in a manner that is flexible, supportive and goal-driven.
- 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 analytical and problem-solving skills that enable sound strategic and tactical decision making. Resourceful and thoughtful in setting priorities and investment in people and organizational systems.
- 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 prioritize and manage multiple projects simultaneously.
- Excellent at follow through and execution of work projects from start to finish.
- Winsome and strong leader of leaders who is humble, teachable, approachable, able to coach and empower others. Ability to work with wide variety of personalities and work styles.
- Ability to commit to a specific course, but flexible enough to adapt and change systems as needs arise
- Ability to serve as ambassador of Lead Pastor and DT staff team
- Emotionally mature and wise, exercising good judgment
- Individual of unquestioned integrity and character with the ability to inspire the trust of managers, leaders, officers and congregants
- Ability to maintain high level of confidentiality. Active listener who is able to receive constructive criticism and does not shy away from confrontation. Committed to conflict resolution.
- Committed to personal holiness, growth in grace, reconciliation in relationships
- Embrace Redeemer's and Lead Pastor's vision of gospel transformation and flourishing of every area of urban life. Personal alignment with ministry goals and values.
- Excellent written, oral, interpersonal and presentation skills with the ability to translate complex concepts to individuals at all levels



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- Proficient, comfortable, and fast learner with computer technology: MS Office applications, internet-based technologies, social media and database management systems
- Minimum 5 years of strategic, senior-level operations experience
- Management experience with religious or 501(c)3 nonprofits a plus
- Bachelor's degree required; master's level management degree (MBA or MPA) a plus