



## **Job Description | Community Group Director—West Side**

FLSA Status: Exempt  
Band: 7P  
Work Hours: Full-time

Department: Redeemer West Side  
Date: January 26, 2018  
Start Date: June or July 2018

### **Summary**

This position is open to men and women, ordained or non-ordained. The position oversees Community Groups, Leaders, and Leader-Coaches. The director has responsibility for providing pastoral care, biblical counseling, and spiritual oversight of all assigned groups, as well as responsibility for the 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/her. Each director will also be expected to attend the West Side congregation and participate in the life of the congregation.

### **Pastoral Care**

- Initiate regular contact with Leader-Coaches and Leaders to ensure pastoral care, quality
- Shepherd a cohort of Leader-Coaches and Leaders in their personal lives
- Collaborate with other pastors, CG Directors and the Session with pastoral care issues as appropriate
- Interface with the Session on discipline cases when appropriate
- Interface with and make referrals to Counseling Center when appropriate
- Maintain visible presence at worship services, coffee hours, and congregational events
- Engage in training and development opportunities to grow in counseling and pastoral care skills

### **Supervision of a system of 30+ Community Groups** (approx. 60+ leaders, and 200-300 group members)

- Meet with Leader-Coaches at least 6x/year, to support them shepherding and developing their leaders
- Visit community groups (??) to provide support and care and to articulate core values
- Develop structures and systems for leader and group multiplication, including Beta and Questioning Christianity groups
- Collaborate with other directors to assume collective responsibility for training of all Leader-Coaches and Leaders and the growth of groups
- Provide reports on the development of Leader-Coaches, Leaders and groups visited
- Attend and participate with WS leadership Summits

### **Teaching and Training**

- Collaborate and coordinate with other CG directors to ensure high caliber leader development, including the care and professional development of a CG Intern who will work closely with the CG Director
- Help lead basic and advanced CG Leader training sessions
- Be available for consulting with Leader-Coaches and Leaders
- Teach courses periodically

### **Assigned ministry areas**

- Assigned ministry areas depending on candidates gifts, experiences, and passions. Assigned ministry areas will include developing and strengthening Formation, community, and pastoral care initiatives.

**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 years of college, theological and/or biblical counseling degree is a plus. Must be a dependable, team player and self-starter with a strong ability to take initiative and pursue leaders. Strong problem solving and decision-making skills also required. 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 GSuite (Google docs, etc) and MS Office applications (Word, Excel, etc.). Ability to work collaboratively within framework of a collegiate model, as job performance will be measured in part on ability to support and interface with other ministries and congregations.