

Job Title: Ministry Director

FLSA Status: Exempt

Band: \$90,000 - \$100,000

Department: Redeemer Brooklyn

Reports to: Senior Pastor

Work Hours: Full-Time (must work Sundays)

Date: October 8, 2025

All candidates must apply using this [LINK](#). Thank you!

Position Summary

The Ministry Director oversees the day-to-day operations of the church by managing all church staff, finances, planning, and communications. To that end, the role includes overseeing the staff so that they can in turn equip and release the church family's gifts in the pursuit of this vision and directing all internal operations to ensure organizational alignment. The Ministry Director also serves as an advisor to the Senior Pastor in operational leadership as Redeemer Brooklyn seeks to be a church not for ourselves, but for the good of Brooklyn.

Responsibilities

Staff

- Work with the Senior Pastor to recruit and develop godly, gifted, and gospel hearted staff team members who are passionate about the vision of the church
- Establish appropriate structure and content of the various staff meetings, including helping to lead the weekly staff team meeting
- Work with the Senior Pastor to establish clear organizational values and a healthy staff culture in which diverse voices are drawn out and contribute towards the united vision
- Ensure excellent staff alignment with strategic goals and vision: clear staff structure and reporting lines, regular 1-1s, excellent personnel development
- Maintain emphasis on staff 'equipping the church for works of ministry' (Eph 4:12) to release the gifts in the wider church and not just 'doing ministry' for the church
- Monitor and evaluate performance against goals and be effective at adapting staff and volunteer goals/structures as appropriate

Ministry Management

- Work with the Senior Pastor to implement the church's strategic goals, priorities and timelines, ensuring they are executed in effective and creative ways
- Work with the Senior Pastor to cultivate generosity and a strong donor base

- Gather feedback from attendees and volunteers and continually review and evaluate all programs and ministry areas to identify areas for enhancement

Communications

- Serve as gatekeeper for Redeemer Downtown's visual identity, branding and style guide, providing regular feedback and training to all staff creating content for their ministry areas and departments.
- Facilitate and edit all church-wide communications via emails, pastoral letters, congregational meetings, and oversight of social media and the redeemberbk.com website
- Manage the Redeemer Brooklyn website, building new webpages as needed, and keeping it up to date as new ministry initiatives get started

Operations

- Work with the Senior Pastor and staff team to create and implement the annual budget
- Approve staff expense reports and monitor, evaluate, and control budget expenditures against goals and ensure effective, timely and accurate reporting
- Ensure excellent HR policies and practices in staff team, and work with the Senior Pastor to ensure the church has excellent pastoral care and safeguarding resolution processes that are biblical and trauma-informed
- Oversee future office-related decisions, including the contract for the existing office, the Sunday church venue, and any mid-week venue
- Oversee the execution of church-wide events and initiatives, including any church-wide retreats, seminars, classes, etc.
- Serve as platform administrator and super user for expense reports in Tallie, invoicing in bill.com, and the church database in Planning Center Online.

Qualifications

- Must have a bachelor's degree
- A strong commitment to the Christian faith and alignment with the core theological principles of Redeemer Brooklyn and the Presbyterian Church of America, including the Westminster Confession of Faith
- Embraces Redeemer Brooklyn's vision and has a Gospel-oriented heart for New York City
- Minimum 5 years experience managing teams and facilitating strategic projects
- Previous experience in church ministry or worship leadership required
- Excellent communication, interpersonal, detail-orientation, time management, and organizational skills
- Basic technical knowledge related to audio, visual, and multimedia equipment is highly desirable
- A strong team leader with the ability to motivate and mobilize those they lead

- High emotional maturity and pleasant and professional attitude in dynamic environments
- Able to manage multiple projects simultaneously and drive projects to completion in a timely manner
- Available to work on Sundays, as well as weekends and evenings as needed
- Must be willing to become a Redeemer Brooklyn member

Full-time members of the Redeemer Brooklyn team, are offered competitive salaries, paid time off, and benefits, to include:

- Fully paid Medical Plan Premiums
- Shared cost PPO Medical Plan Option
- Fully paid Dental insurance premiums, with dental buy-up plan option
- Fully paid Vision insurance premiums
- yearly core contribution to 403b Retirement
- Redeemer-paid short-term disability, long-term disability, life insurance, and accidental death and dismemberment policies.
- Voluntary accident, life, and AD&D policies for employee, spouse, and children
- Redeemer-funded HSA and HRA with elected high-deductible medical coverage
- Optional Limited Purpose FSA for dental, vision, and dependent care costs
- Transit / commuter benefit
- Counseling benefit

The wage range for this role takes into account the wide range of factors that are considered in

making compensation decisions including but not limited to skill set; experience and training; licensure, certifications, and ordination; and other organizational needs.