

Redeemer Presbyterian Church
2111 Alexander Avenue
Austin, Texas 78722

April 22, 2024

Dear Applicant,

Thank you for your interest in Redeemer Presbyterian Church's search for a Publications and Communications Coordinator. As you prayerfully complete the materials attached, please know that we are also praying for you. Our fervent hope through this process is that God would bring the right person to Austin to join our team.

After many years of faithful service, our current Director of Christian Education and Publications, Carol Waller, plans to retire. Although she will continue serving part-time in our Christian Education department, her publications and communications duties will be assumed by the new Coordinator. A commission of the Session is authorized to interview and hire the new staff member who will assume these duties.

Please spend time on the church's website (www.redeemerpres.org) to familiarize yourself with our community and worship. Review service bulletins, watch services, listen to sermons, read newsletters, look at pictures, etc. We believe the nature and mission of Redeemer are adequately represented on the materials available on the website.

There are several documents we have compiled to assist you with the application process:

- Church Profile (a summary of the information found on the website)
- Job Description (a brief summary of the tasks and responsibilities expected)
- Application

Only complete applications will be considered. A complete application includes:

- Application
- Resume
- Two letters of reference (one must be from a pastor or other spiritual leader)

- Optional: any links, pictures, or documents you believe demonstrate the skills and abilities necessary for this position

All materials can be submitted to the following email address:

elandry@redeemerpres.org. Applications will be reviewed on a rolling basis. For more information or questions, please contact us at the email above or call 512-708-1232.

In Christ,

Pastor Eric Landry, chairman

Pastor Danny Morgan

Ruling Elder Rick Bocock

Ruling Elder Ken Kieley

Church Profile
Redeemer Presbyterian Church
Austin, Texas

Mission and history

Since its inception, the mission of Redeemer Presbyterian Church has been consistent:

Redeemer Presbyterian Church exists in the power of Christ's gospel, as a community of Christ's kingdom, for the spread of Christ's glory.

Redeemer began worship services in October 1994, with Rev. Paul Hahn serving as senior pastor until 2003, when he accepted a call as senior pastor at Redeemer in Knoxville, Tennessee. Rev. David P. Cassidy served as senior pastor from June 2005 until April 2014, when he accepted a call as senior pastor for Christ Community Church in Franklin, Tennessee. The Lord provided Rev. Eric Landry to serve as senior pastor in June 2016. For a more in-depth history of the church, refer to our [25th Anniversary History of Redeemer](#).

Community and congregation

Austin is the capital city of Texas, the 11th most populous city in the U.S., and one of the fastest-growing big cities in the nation (2022 data reflect a city population of 1,028,000 and a greater metropolitan area of 2,176,000). It is home to over 50,000 students at the University of Texas, one of the nation's top ten public research universities. The technology sector is booming, with Austin hosting companies such as the home-grown Dell, Apple, Amazon, Google, Facebook (Meta), IBM and AMD, as well as being the headquarters of Tesla, Oracle and Whole Foods.

The Redeemer congregation of approximately 500 members reflects the diverse and far-flung community of Austin and the broader Central Texas region, attracting members from as far as 60 miles away from Fredericksburg to the west, Georgetown to the north, Elgin to the east, and San Marcos to the south. Members work in investments, technology, higher education, state government, and many other professions and occupations and span the entire income range. School-age members attend public, private, charter, and home schools.

Based on a commitment to be a center-city church, the campus is located about one mile east of the University of Texas in the thriving East Austin area. The surrounding neighborhood includes new office space, restaurants and breweries, University of Texas facilities (including the new Dell medical school), and a regional transit MetroRail stop three blocks away. Adjacent to our site is a 250-unit low income housing development and more than 1,500 condominium and apartment units are

within walking distance to the church. Numerous homes are being renovated or removed for new houses for young families. A magnet arts public elementary school and the region's largest hospice are only a few blocks away. Within a mile is the Mueller master-planned redevelopment of the city's former airport which houses 10,000 residents.

The church moved into our permanent facilities in early 2010, with a two-story, 15,000 square-foot administration building (Calvin Hall) and a single story, 7,000 square-foot multi-purpose building (Covenant Hall) where worship services are currently conducted. Plans have been developed for the construction of a new sanctuary described below and land exists for up to an additional two buildings.

Worship services

Two identical in-person services are held on Sunday mornings at 8:45 & 11:15 am. [School of Discipleship](#) classes are held between services during the school year and during an abbreviated summer semester. Services are currently scheduled for 75 minutes each. Combined attendance for both services averages around 400.

The worship services are sacramental, creedal, and historical. The liturgy emphasizes congregational hymns, singing, chanting and responsive reading of Psalms, private and corporate confession, Old and New Testament readings, and prayers by elders and deacons. Expository preaching follows a cycle of Old and New Testament books, supplemented by sermons tied to the lectionary and occasional topical series. Robust singing from our [hymnal](#), developed to connect the congregation to the church throughout the ages and ground our members in the doctrines of the church, is supported from the back by our excellent choir, with accompaniment on a small pipe organ.. Communion takes place every week in both services. Children are encouraged to attend the entire service, with families training them to do so. Ministers wear robes.

[Sunday evening](#) programming includes an adult study, children's choirs, and youth group meetings.

Special services (sometimes coupled with congregational feasts) are held consistent with the church calendar on Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Pentecost, All Saints, and Christmas Eve.

The church also owns a large 4,500-pipe Fisk organ used at Memorial Church in Harvard Yard from the 1960s until 2010, which is in storage pending construction of the new sanctuary.

Other church programs

About 60% of the congregation and some regular visitors currently participate in small groups. Ancillary to those groups, we provide connection points targeted specifically towards men, women, young mothers, youth, and young adults. Our Pastor of Christian Discipleship, Marcus Serven, also leads a weekly theological study group. For family fun, we host dances at the church and go camping in the Hill Country. The men of the church meet regularly for “Smoke ‘N Choke” and monthly breakfasts.

Our most recent ministry outreach spin-off, [Arts on Alexander](#), hosts more than 40 choral and instrumental performances with artists from the area and around the world to engage the wider culture in our community. These include two Festivals of Music involving the Redeemer choir in early December and near Holy Week that present classic choral works in keeping with the season. In conjunction with Arts on Alexander, the church also has begun to sponsor visual arts events on a regular basis.

Redeemer encourages members to be active and involved in [local and international missions](#). Internationally, the church has supported current and former church members serving as missionaries in Guatemala, Slovakia, Peru, and the Middle East. Our support priorities are currently in transition as several of our missionaries have returned to the U.S. and are considering what is next.

Recently, a number of refugee families have come to Austin and Redeemer from the Central African country of the Democratic Republic of the Congo. This has provided the church with the opportunity to meet diaconal needs, provide ESL classes, and assist with their relocation.

Redeemer financially supports several ministries and organizations in the community, including City School, a Charlotte Mason school organized by Redeemer families with the desire to promote a classical curriculum in the Augustinian “City of God” mode, which is home to several current Redeemer families and teachers; Hill House, the Christian study center at the University of Texas that grew out of the Probe Center Austin, started by one of our founding members; Side by Side Kids, which grew out of the church’s Community New Start program; and the Heart of Texas Pregnancy Resource Center, a nearby descendant of the original Austin Crisis Pregnancy Center that was started by some of our founding members.

Over the last 20 years, Redeemer has planted four churches, three of which are still in existence and one of which has given rise to a “granddaughter” church. Current church planting efforts are done in conjunction with other member churches of the South Texas Presbytery.

Long-range plans

Recognizing the increasing challenges of traffic in Austin, the Session recently adopted a new strategic focus to draw members from areas closer to the church. This “20 minute” strategy is still taking shape, with the Session exploring various ideas for programs and facility use that could attract more congregants from nearby neighborhoods.

Redeemer Presbyterian Church
Publications and Communications Coordinator
April 22, 2024

The Publications and Communications Coordinator is the hub through which pass many different activities of Redeemer Presbyterian Church. This position requires: the ability to manage many different tasks at once, strong written communication abilities, proficiency with graphic design software, web content management systems, and social media sense. The Publications and Communications Coordinator is responsible for almost every piece of printed and virtual material that promotes Redeemer or facilitates worship at Redeemer.

The normal workweek for this job is Sunday through Thursday with either Tuesday or Wednesday being remote. In addition to the tasks below, the Coordinator also provides in-office support for the other staff and projects as able, including answering the phone, greeting guests, and assisting with events.

Primary Responsibilities (70% of schedule)

- Edit and publish bulletins for all services (weekly worship, weddings, funerals, etc.)
- Edit music documents in Finale: hymn edits, new introit/descant settings, direct contractors on more complicated music settings
- Write, edit, layout, and print quarterly newsletter (*Redeemer Life*)
- Write and manage weekly e-newsletters
- Supply and update website content each week, working with webmaster on more complicated elements
- Create sermon social media graphics and weekly video graphic
- Edit weekly sermons and post audio
- Manage Vimeo site and interface with Live Stream team on Sundays
- Manage social media outlets (Facebook, Twitter, Instagram, YouTube, Spotify, etc.)
- Edit/proof other communications (congregational emails, letters, etc.)

Secondary responsibilities (30% of schedule)

- Maintain editorial planner for promotion and communication of events
- Update RPC hymnal
- Write, edit, layout, and print annual report
- Prepare displays for the lobby
- Prepare materials for events (programs, flyers, posters, etc.)
- Edit and publish booklet of daily readings (semi-annual)
- Maintain church photo archives
- Other needs, as they arise

Qualifications:

- Willing and able to become a member of Redeemer Presbyterian Church
- Bachelor's degree with preferred major of English, Marketing, Journalism, Communications or similar

- Experience in a similar role
- Excellent written and verbal communication skills, with a strong command of grammar, style, and tone
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Attention to detail and excellent proofreading skills
- Ability to work under pressure and meet tight deadlines

Necessary Skills:

- Proficiency in programs such as Adobe Creative Suite, Illustrator, Canva, Photoshop, InDesign, MS Office Software, Constant Contact, & WordPress
- Audio editing skills

Reports to: Senior Pastor (though may have responsibility to other staff members, depending on the project)

Start date: June 1, 2024

Salary Range: \$55,000 to \$70,000 depending on degree, skills, and experience.

Benefits: medical insurance (including dental and vision); life, accidental death and dismemberment, and short- and long-term disability insurance; retirement plan, vacation

**Application
Redeemer Presbyterian Church
Austin, Texas**

Name _____

Address _____

Phone _____

Email _____

College (degrees/date) _____

Other education _____

Spouse (name/occupation) _____

Children (names/ages) _____

Reasons for seeking this position _____

Brief work history (position/duties) _____

Relevant skills and experiences _____
