

Position Description

Trinity Reformed Church

Title: Pastor of Senior Adult Ministry and Care

The purpose of the Pastor of Senior Adult Ministry and Care is to provide leadership, development, and oversight for ministry programming and pastoral care to members of our church and community.

A. Qualifications & Competencies:

1. Initiator/Anticipator – Self-starter and able to work proactively with the Pastor of Worship and Outreach as well as the ministry and support staff.
2. Responsible – Motivated and willing to set goals and work to achieve them; eager to assume personal responsibility.
3. Organized/Detail Oriented – Use time and resources effectively; consider efficiency, planning, effectiveness and accountability very important.
4. Loyal and Confidential – Dedicated to the mission of Trinity church, committed and able to hold in strict confidence information related to persons and issues within the ministry.
5. Positive Attitude – Faith filled with an expectancy of God's faithfulness, and committed to positively considering your personal attitude and its impact on others.
6. Spiritual Support – shall maintain a personal prayer support team of at least two persons with regular meetings and regular correspondence of requests.
7. Credentials – be ordained and/or have equivalent experience and education.

B. Responsibilities

1. Ministry Program Development:
 - a. Begin new ministry programs with Pastor of Worship and Outreach that intentionally focus on senior adults in our local neighborhood communities.
 - b. Evaluate and provide leadership to the church's senior adult ministries that are currently in place.
 - c. Develop a wide range of programs that will enhance the life of seniors: Bible studies, social activities, service opportunities, workshops, etc.
 - d. Work with appropriate community organizations to further the missions and goals of the congregation as it relates to seniors.
 - e. Work alongside the Pastor of Worship and Outreach as additional needs arise.
2. Administer the work of program ministries by:
 - a. Encouraging teamwork and mutual support of staff and volunteers.
 - b. Providing leadership and nurture to staff and volunteers.
 - c. Ensure program integrity and quality, with a focus on leadership training and development, and member mobilization.
 - d. Establish departmental goals and objectives by prioritizing related programs, planning an appropriate budget, delegating tasks and evaluating progress regularly.

3. Pastoral Care

- a. Develop and implement systematic visitation with seniors.
 1. Provide communion at home, nursing homes, and care facilities.
 2. Acknowledge special events in their lives.
- b. Provide administration of the status of our adult members.
 1. Work closely with elders and deacons in the pastoral care of our members to ensure that spiritual, physical and emotional needs are met.
 2. Work with administrative staff in recording all visitation records and status updates in the church administrative software.
- c. Provide direct care for members of our church and community during times of sickness, hospitalizations and grief.
- d. Conduct funerals in cooperation with the Pastor of Worship and Outreach.
- e. Coordinate and develop lay ministries for the purpose of caring for the personal and spiritual needs of the congregation's members including care callers and prayer ministries.
- f. Preach and assist in worship leadership a minimum of six times per year.

C. Accountability

1. Is responsible to the Pastor of Worship and Outreach, meeting regularly to discuss ministry program development and pastoral care in order to facilitate a spirit of teamwork.
2. Prepare a monthly report to be submitted to the Pastor of Worship and Outreach and to the Consistory when requested.
3. Communicate weekly with Pastor of Worship and Outreach and church administrative staff concerning the status of members with special needs, illnesses, etc.
4. Make diligent use of continuing education time and funds to engage in challenging study programs directed towards improving pastoral skills.
5. Performance reviews will be conducted annually by September 30th by the Executive Ministry Team. During the first twelve months of employment the Pastor of Senior Adult Ministry and Care will be evaluated every three months.
6. We estimate that this is a position that will require approximately 25 hours per/week.

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