

Grace United Methodist Church
Director of Senior Adult Ministries

Job Description

Position reports to: Associate Pastor

Status: Part time (15 hours per week)

Qualifications and Characteristics:

Love for and experience in working with older adults.

Training related to this field is desirable but a willingness to learn is essential.

Strong leadership skills and an ability to successfully facilitate a Senior Adult Council.

Ability to plan, organize and facilitate monthly gatherings

General Duties and Responsibilities:

This position is responsible for leading a Senior Adult Ministry program that reflects the spiritual, social and physical needs of adults 55 years of age and older in the congregation and reaches out to individuals in that age group in the church's neighborhood and community.

- **Develop the Senior Adult Ministry programs of the church to ensure effectiveness in promoting the mission and vision of Grace UMC.**
 - Serve as facilitator for the Senior Adult Council to develop an annual plan of events. Plan and schedule activities to include opportunities for fellowship, discipleship and community engagement.
 - In collaboration with the Pastor(s), establish systems that ensure the care of senior adults in the church.
 - Connect and collaborate with local senior living communities
- **Coordinate administrative aspects of the Older Adult Ministry.**
 - Prepare a yearly budget to be included in the Church Budget.
 - Establish an effective means of communication to senior adults and the congregation at large, utilizing personal contact, mailings, church publications, the Grace Church website, as well as timely phone and email correspondence.
 - Complete a MAP (Ministry Action Plan) to ensure use of the building and all needed resources as well as communication about the events.
- **Take the lead in preparing for an annual "Senior Adult Ministries Sunday" and ensure that older adults are part of overall worship leadership in the church.**
- **Participate as an advocate for older adult ministries in the whole ministry of the church.**
 - Attend and participate in weekly staff meetings.
 - Advocate for the Inclusion and Accessibility of all senior adults, including those with disabilities.
 - Report regularly to the Leadership Board.