

OLDER ADULT MINISTRY COORDINATOR

Purpose:

This position is designed to provide support to members and friends of the congregation over 50 years of age. Support will consist of coordinating transportation to and from Church services and activities, planning educational and fellowship programs and church related activities for older members, and providing compassionate care.

Accountability:

The person selected for this position will be accountable to the Pastor and will also work closely with the staff and the Associate Pastor.

Responsibilities:

1. Develop and coordinate a monthly Seasoned Adult program and other fellowship activities appropriate for persons over age 50.
2. Coordinate the “Coffee and Conversation” meetings at the assisted living facilities along with the Pastor and Associate Pastor
3. Coordinate transportation to and from worship services and other church activities, establishing and using a network of volunteer drivers.
4. Maintain information flow through church communications, including the Ambassador, the church website, social media, and e-mail.
5. Report regularly to the Pastor and church staff and relate to other church ministries as appropriate.
6. Visit shut ins and members in the hospital
7. Deliver church bulletins and other time sensitive church materials to members in assisted living facilities and shut ins who request them
8. Regular attendance at worship and participation in other church activities

Qualifications:

Qualifications include a positive attitude, the ability to work well with senior church members, capability in event planning, comfortability with public speaking, the ability to work with church staff, knowledge of basic computer skills, and a sense of call to the service of Christ in the congregation.

Evaluation:

The Pastor in consultation with the Personnel Committee will conduct an annual performance and salary review.

Hours:

This position consists of 8-10 hours/week. Mileage reimbursement available for hospital and home visits.

How to Apply:

Please send resume with cover letter to search@stillwaterfpc.org by Friday, September 2nd. When submitting, please include “Older Adult Ministry Coordinator” in subject line.