

Congregational Care and Senior Adult Ministry Coordinator Position Description

PURPOSE: To serve the church by serving members and their families throughout the aging process and at all times work within the spirit of the Church's vision statement.

ACCOUNTABILITY: The Congregational Care and Senior Adult Ministry Coordinator shall be directly responsible to the Senior Associate Pastor for Congregational Care and Administration and through him/her to the Staff Committee. The Senior Associate Pastor will review the performance of the Coordinator in accordance with procedures established by the Staff Committee.

PRIMARY DUTIES AND RESPONSIBILITIES: The Coordinator will work with other members of the Church staff, Ministry Teams, and Board of Deacons to perform duties requiring initiative and responsibility in the following:

1. Coordinate with Ministry Teams and the Board of Deacons in identifying the needs of the aging process of adults and the impact to their families, and provide appropriate programs in the areas of:
 - a. Social Connectedness (e.g., table fellowship, plays, trips, etc.)
 - b. Spiritual/Educational (e.g., retreats, prayer ministry, mission and outreach, seminars, special interest classes, on-going and short-term classes on the aging process.
 - c. Wellness (Physical, Mental and Emotional) (e.g., exercise programs, seminars, care and resourcing in transitions, Teleministry, providing information about Home Healthcare and Long Term Care, housing options, etc.)
2. Act as a resource to church members of varying ages and stages during periods of life transitions.
 - a. Meet with members and families to consider components of transition from independent living to Long Term Care Facilities.
 - b. Coach and consult with families about ways to have crucial conversations related to the aging process.
 - c. Consult with individuals and families during such experiences as pre-natal loss, infertility, difficult medical diagnoses, with the goal of making appropriate referrals to support groups, pastors, or other means of support.
 - d. Communicate information concerning available resources.
3. Provide communication via PHPC weekly E-blast, Care Newsletter, website and social media, to raise awareness of congregational care and senior adult ministry events and offerings at PHPC and beyond.
4. Manage the Senior Adult Ministry budget in cooperation with the Senior Associate Pastor.
5. In cooperation with fellow staff, coordinate ministry offerings with other life stage programming.
6. Support the pastoral staff in providing comprehensive pastoral care including home, facility and hospital visitation.
7. Execute other requests assigned by the Senior Associate Pastor.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.

Core Competencies:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of the position.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff.
- **Hospitality:** Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.