

CENTENARY UNITED METHODIST CHURCH

JOB DESCRIPTION

TITLE: Associate/Assistant Minister of Pastoral Care and Senior Adults

REPORTS TO: Associate Minister of Congregational Care and Counseling

General Summary:

The Associate/Assistant Minister of Pastoral Care and Senior Adults, as part of the Congregational Care Ministry, serves the congregation in all aspects of pastoral care ministry such as visitation, funerals, weddings, and gives direction to the Senior Adult Ministries of the church with particular care to the homebound.

Duties and Responsibilities:

1. Visits regularly and calls on the members and others with special needs. This is achieved through hospital visitation, nursing center visitation and home visitation in coordination with the Associate Minister of Congregational Care and Counseling.
2. May be called upon to assist with the Stephen Ministry
3. Gives guidance to visitation groups and individual care givers as they provide a visitation ministry to the members.
4. Recruits and trains volunteers for assistance in the homebound ministry.
5. Telephones and counsels with family members in distant cities where immediate needs of a homebound member are identified.
6. Gives direction and assistance to the Senior Adult Ministries in planning and developing the Senior Adult programming.
 - a. Identifies the needs and interests of senior adults within the church and community.
 - b. With the SAM leadership, evaluates existing programs to determine effectiveness.
 - c. Identifies and provides ministry opportunities for senior adults.
 - d. Oversees the budgeting process of related budget areas.
7. Communicates program of work with congregation by various means available.
8. Represents CUMC in various community organizations, district committees, and conference organizations as time permits.
9. Participates in the annual strategic planning process; manages implementation of annual plans and budgeting process according to the mission, goals and objectives of the Church especially related to Senior Adults and Pastoral Care Ministries.
10. Participates in staff meetings, leadership meetings and the general life of the church, collaborating with the other staff members to complement Pastoral Care and Senior Adult Ministry with all other areas of church ministry.
11. As clergy person, serves in the rotational responsibilities of worship, teaching and congregational care.

Specific Knowledge, Skills and Abilities Required

1. Ordained Elder or Deacon in The United Methodist Church (or equivalent) with minimal of Master of Divinity (or equivalent).
2. Senior Adult and Geriatric Ministries experience preferable.
3. Good written and oral communication abilities.
4. Excellent interpersonal skills; able to work in a team environment,
5. Good organizational skills and ability to prioritize multiple projects/tasks.
6. Primary gifts of discernment, encouragement, helping/serving, intercession/prayer are necessary.

The above statements are intended to describe the general nature and scope of work being performed by persons assigned to this classification. They are not intended to be construed as an exhaustive list of all duties, skills, and responsibilities required

Exempt; April 2010.