

Centenary United Methodist Church, Position Description

Title: Coordinator of Ministry to Seniors, Part-time

Accountable to: Senior Minister

Supervises: Volunteers for the Senior Outreach Program

Purpose: The Coordinator of Ministry to Seniors will provide compassionate care and leadership to senior adult members and programs.

Qualifications:

- 1) A bachelor's degree in religion or a human services field, and 2 years of work or volunteer experience in a field of compassionate care preferred.
- 2) Be available to work weekly to meet the needs of senior church members.
- 3) Be able to travel to locations where senior church members live, as needed.
- 4) Be knowledgeable about social media and capable of using communication tools such as Zoom.
- 5) Must have the ability to manage stress and give support during a health-related emergency.
- 6) Able to communicate effectively with church members, their families, and co-workers, as well as with a network of other counselors, religious associates and/or community service providers.
- 7) Able to keep accurate records and required documentation.
- 8) Must be willing to use personal vehicle for home visits.

Responsibilities:

- 1) Maintain regular contact and visitation with senior adult church members who are grieving, homebound, hospitalized, in a nursing home or serving as a caregiver.
- 2) Consult and/or update the Senior Minister regularly about the status of senior church members who are being visited.
- 3) Recruit, train and supervise church members who are willing to volunteer in the Senior Outreach Program.
- 4) Keep accurate data on activities and church members being visited.
- 5) Attend and assist as requested with funerals.
- 6) Perform other duties as assigned.