

# LCMS

## Job Descriptions

# Clergy



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# Position: Pastor

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by providing a balanced ministry of preaching, teaching, pastoral care and organizational leadership to the congregation, and to enable the church to grow to its full potential in membership and spiritual vitality.

## Primary Duties and Responsibilities

1. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
2. Lead in worship and administer the Sacraments.
3. Encourage and nurture the spiritual development and beliefs of the congregation through regular teaching of the Bible.
4. Lead and inspire the church board(s) and congregation in the development and effective operation of a wide range of program activities.
5. Recruit, motivate and train youth and adult leaders.
6. Administer the program of the church by leading volunteers and paid staff members and conducting regular staff meetings for planning and informational purposes.
7. Provide pastoral counseling in times of crisis and minister to the sick, dying and bereaved.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Instruct classes of new members at least twice a year.
10. Moderate the church board(s) to develop reasonable goals, communicating a clear sense of direction and equipping the leadership for ministry.
11. Develop and administer the budget, and lead financial drives and giving programs as needed.
12. Work with the Personnel Committee to develop job descriptions, personnel policies and procedures, and performance evaluations.
13. Represent the church by serving on appropriate denomination committees and community organizations.
14. Schedule necessary time for study, preparation and planning in order to develop and maintain a deep level of spiritual growth.
15. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Executive Pastor

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by coordinating and implementing the program of the church. Working under the direction of the senior pastor to facilitate the vision, develop new programs in keeping with established goals, maximize the effectiveness of present program, give leadership to program staff members and supervise staff members, and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Meet on a regularly with the senior pastor to clarify vision, goals and strategy.
2. Evaluate the evolving needs of the congregation, and work to strengthen the present program in keeping with those needs.
3. Supervise the work of program staff members, meeting regularly with, and providing leadership to them in areas of individual goal-setting and accountability. Receive quarterly goal statements and evaluations from staff members for the purpose of review and discussion.
4. Facilitate the development of program through staff members, committees and boards of the church.
5. Build solid staff relations by:
  - Developing written personnel policies and procedures
  - Developing job descriptions
  - Participating in hiring of departmental or program staff members
  - Evaluating staffing structure and proposing adjustments as the need arises
  - Conducting annual performance evaluations, and reviewing the calls and compensation of professional staff members;
  - Working to resolve conflict.
6. Work under the direction of the senior pastor, taking primary responsibility for the preparation and policy management of the church budget, in consultation with appropriate staff members and/or committees.
7. Supervise development and maintenance of the master program/facilities calendar of the church.
8. Supervise the communication of the program of the church to the congregation by overseeing preparation of weekly bulletins, overseeing production of newsletters and writing press releases.
9. Administer the work of program staff members by encouraging teamwork and mutual support and providing leadership and nurture to all staff members.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work closely with the senior pastor in leading staff meetings and retreats.
12. Work with appropriate committees, officers and leaders to carry out the mission and ministry of the church.
13. Participate in the selection of church officers and provide officer training.
14. Attend board(s) meetings as a resource and for informational purposes and moderating in the absence of the senior pastor.
15. Assist in worship and preach at the request of the senior pastor. Teach in the education program of the church, as requested.
16. Conduct weddings and funerals, providing appropriate preparation and support.
17. Represent the church to the press and media.

18. Represent the church by serving at denominational levels, and in community and civic organizations, and coordinate staff involvement in the same.
19. Cooperate with the ( \_\_\_\_\_ ) by performing any other duties when asked to do so.

## **Position: Senior Pastor**

Accountable to: ( \_\_\_\_\_ )

**Purpose:** To serve the church by providing spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation, with a broad program of worship, music, preaching, teaching and fellowship.

### **Primary Duties and Responsibilities**

1. To administer the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
2. To administer the holy Sacraments in accordance with their divine institution;
3. To perform the functions of a pastor in an evangelical manner; to aid, counsel and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring.
4. To guard and promote faithfully the spiritual welfare of the members of the congregation, in particular to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for the communicant membership in the church;
5. To promote and guide mission activity of the congregation as it is related to the local community and to endeavors of the Synod and its districts; in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
6. To help the congregation adopt administrative policies and procedures that will help it carry out the mission of the Christian congregation;
7. To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.

### **Additionally, the Senior Pastor**

1. Provides vision for the congregation and all its entities as it seeks to provide dynamic ministry for the members of the congregation, the community and the world.
2. Supervises all staff members, called and contracted, in their work and ministry so that there is unity and consensus centered on the vision for the congregation.
3. Works with the congregation officers to build unity around a common vision for the congregation.
4. Works with the budget committee to make sure ministry priorities are funded.
5. Authorizes ministry expenditures that do not exceed the budget.
6. Supervises, hires and terminates church support staff (this does not include called workers).
7. Promotes new ministry initiatives and gives direction to all congregation boards and committees.

# Position: Senior Pastor (2)

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by providing spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation, with a broad program of worship, music, preaching, teaching and fellowship.

## Primary Duties and Responsibilities

1. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
2. Plan and lead in worship, including:
  - Develop order of service
  - Length of services
  - Develop seasonal events and services
  - Select music;
  - Administer the Sacraments
3. Encourage and nurture the spiritual development and beliefs of the congregation through regular teaching of the Bible.
4. Ensure that adequate pastoral care is provided for congregation members in times of crisis.
5. Conduct weddings and funerals, providing appropriate preparation and support.
6. Instruct new members class quarterly and facilitate the assimilation of new members into the life of the church.
7. Initiate small-group fellowships in order to strengthen the body.
8. Stimulate the creativity of other staff members to develop a well-rounded ministry for spiritual growth, fellowship, evangelism and mission.
9. Administer the program of the church by leading, directing and supervising multiple staff members.
10. Lead regular staff meetings and retreats for team-building, sharing, planning and communication purposes.
11. Work with the Personnel Committee to develop job descriptions, personnel policies and procedures and performance evaluations.
12. Work with the appropriate committee(s) select officers and leaders in the church, based on their gifts and skills.
13. Moderate the church board(s), developing reasonable goals, communicating a clear sense of direction and equipping the leadership for ministry.
14. Help develop and administer the budget and lead financial drives and giving programs, as needed.
15. Represent the church by serving on appropriate denomination committees and community organizations.
16. Schedule extended periods of time for study, preparation and planning to develop and maintain a deep level of spiritual growth.
17. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Visitation

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing an effective ministry of calling on the sick, hospitalized and homebound of the church.

## Primary Duties and Responsibilities

1. Call on members and friends of the church at home or in hospitals; the handicapped, elderly, grieving, troubled or those celebrating a special occasion.
2. Serve communion to the sick, hospitalized and homebound.
3. Visit hospital patients not associated with the church who request a clergy call.
4. Recruit, train and motivate congregation members for hospital calling and caring for the sick.
5. Develop a strategy for effective personal communication with the congregation, including birthday cards, newsletters and follow-up calls on anniversaries of the death of loved ones and home visits to recovering hospital patients.
6. Assist in worship and preach at the request of the pastor. Teach in the adult education program, as requested.
7. Conduct weddings and funerals, providing appropriate preparation and support.
8. Establish departmental goals and objectives by prioritizing related programs and evaluating progress regularly.
9. Work with appropriate committees, officers and leaders to carry out the visitation ministry of the church.
10. Attend staff meetings and retreats.
11. Attend monthly board meetings as a resource and for informational purposes.
12. Represent the church by serving on appropriate denomination committees and community organizations.
13. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Education Ministries

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering a comprehensive educational program for the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and supervise the educational ministries of the church, with direct responsibility for:
  - Adult education—Sunday mornings, midweek, etc.
  - Conferences and retreats for continuing and specialized education
  - Weekday Bible studies
2. Supervise the recruiting, training and mobilization of the laity to carry out the educational ministries of the church.
3. Teach the congregation, including:
  - Sunday morning adult fellowship
  - Church conferences
  - Midweek programs
  - Written media
4. Conduct regular staff meetings of the Department of Educational Ministries, sharing information gained from other meetings and ensuring good communication at all levels.
5. Assimilate new members into the educational life of the church.
6. Coordinate education ministries, supervising staff members working in children's, youth and adult ministries.
7. Assist in worship and preach at the request of the Senior Pastor.
8. Teach in the adult education program, as requested.
9. Conduct weddings and funerals, providing appropriate preparation and support.
10. Administer the work of the Department of Education Ministries by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
11. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
12. Work with appropriate committees, officers and leaders to carry out the education ministry of the church.
13. Attend staff meetings and retreats.
14. Attend board meetings as a resource and for informational purposes.
15. Represent the church by serving on appropriate denomination committees and community organizations.
16. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.



# Position: Pastor—Adult Education and Mission

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing a comprehensive program of renewing, enriching, educating and equipping the adults for their ministries in the church and in the world and providing an atmosphere of a caring and nurturing fellowship of believers. To provide a means of exercising a living faith through service and mission to the local community, the nation and the world. To supervise staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and supervise the adult education of the church, including:
  - Sunday morning classes and curriculum for adults
  - Midweek Bible and theological education classes
  - Weekday Bible studies for the congregation and community
  - Conference and retreats for continuing education and enriching one's spiritual life
  - Specialized educational programs--midweek electives, men's and women's ministries and single adult ministries.
2. Develop adult education curriculum and teach Sunday morning adult classes. Coordinate leadership and facilities for these classes.
3. Develop a college/career/singles ministry providing a broad base for young adults.
4. Assimilate new members into the church's educational program.
5. Provide officer training.
6. Develop family ministries programs in concert with other staff members.
7. Work closely with the Director of Children's Ministries and the Director of Youth Ministries in developing the educational program of the church.
8. Develop an expanded view of mission, recruiting and equipping members with a global perspective.
9. Develop projects to provide Christian service to the community.
10. Plan an annual mission conference and teach mission awareness.
11. Coordinate mission trips and other opportunities for members to serve locally and afar.
12. Assist in worship and preach at the request of the pastor.
13. Conduct weddings and funerals, providing appropriate preparation and support.
14. Work with the appropriate committees, officers and leaders to carry out the adult education and mission program of the church.
15. Attend staff meetings and retreats.
16. Attend board meetings as a resource and for informational purposes.
17. Represent the church by serving on appropriate denomination committees and community organizations.
18. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Membership Development

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive membership development program of the church, and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and supervise the maintenance of a system to record visitors and prospective members, processing of registration information and the mailing of follow-up letters.
2. Identify, train and motivate members for calling and follow-up on prospective members.
3. Coordinate and teach inquirer's classes.
4. Interview prospective members, providing spiritual counsel as needed.
5. Develop and coordinate a sponsorship program to assimilate new members into the life of the church.
6. Identify, train and motivate members for reactivating inactive members.
7. Assist in worship and preach at the request of the pastor.
8. Teach in the adult education program as requested.
9. Conduct weddings and funerals, providing appropriate preparation and support.
10. Administer the work of the Department of Membership Development by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
11. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
12. Conduct weddings and funerals, providing appropriate preparation and support.
13. Work with appropriate committees, officers and leaders to carry out the membership development ministry of the church.
14. Attend staff meetings and retreats.
15. Attend monthly board(s) meetings as a resource and for informational purposes.
16. Represent the church by serving on appropriate denomination committees and community organizations.
17. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Evangelism

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive evangelism ministry for the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and implement a comprehensive program of evangelism for the church.
2. Recruit, train and motivate members of the congregation to call on prospective members.
3. Create and develop a program to train members in sharing their faith.
4. Develop teams of members to evangelize unbelievers in the local community.
5. Recruit and train church leaders in basic evangelistic counseling techniques for use at the close of morning worship and following special events and conferences.
6. Promote participation in evangelistic crusades in the community.
7. Assist in worship and preach at the request of the pastor.
8. Teach in the adult education program as requested.
9. Conduct weddings and funerals, providing appropriate preparation and support.
10. Administer the work of the Department of Evangelism by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
11. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
12. Work with appropriate committees, officers and leaders to carry out the evangelism ministry of the church.
13. Attend staff meetings and retreats.
14. Attend monthly board meetings as a resource and for informational purposes.
15. Represent the church by serving on appropriate denomination committees and community organizations.
16. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Mission Outreach

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing and coordinating an effective and comprehensive program of mission and community outreach and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop, coordinate and administer a comprehensive missions program for the church, focusing on the community, the nation and the world.
2. Supervise missions programs, and strategize and communicate an expanding missions and community outreach vision.
3. Teach the congregation a Biblical understanding of world missions and encourage involvement through prayer, correspondence, friendship and financial support.
4. Regularly evaluate and monitor mission organizations and missionaries sponsored by the church.
5. Develop, supervise and coordinate the church's local community outreach activities.
6. Recruit and train people to participate in local, national and foreign mission.
7. Develop and administer the mission and outreach budget.
8. Develop and coordinate a support network for missionaries.
9. Encourage and facilitate the church in addressing issues of community morality, justice and well-being.
10. Assist in worship and preach at the request of the pastor.
11. Teach in the adult education program as requested.
12. Conduct weddings and funerals, providing appropriate preparation and support.
13. Administer the work of the Department of Mission and Outreach by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
14. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
15. Work with appropriate committees, officers and leaders to carry out the missions and outreach ministry of the church.
16. Attend staff meetings and retreats.
17. Attend board(s) meetings as a resource and for informational purposes.
18. Represent the church by serving on appropriate denomination committees and community organizations.
19. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Adult Ministries (Discipleship)

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive discipleship and adult ministries of the church, and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Organize and develop the small-group ministry of the church, training leaders, providing materials and resourcing the groups.
2. Develop and implement the men's ministry of the church, including:
  - Men's breakfasts
  - Golf tournaments
  - Bible studies
  - Service opportunities
  - Conferences
  - Softball/basketball leagues
  - Businessmen's lunches
3. Develop and implement the women's ministry of the church, including:
  - Mother/daughter events
  - Aerobics classes
  - Bible studies
  - Service opportunities
  - Women's retreats
  - Special interest classes, such as crafts or other skills
  - Career groups
4. Plan and coordinate conferences and retreats to enrich the spiritual life of the congregation.
5. Help the congregation members understand their individual gifts and ministries, equipping them to use those gifts.
6. Assist in worship and preach at the request of the pastor.
7. Teach in the adult education program as requested.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Administer the work of the Adult Ministries by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the adult ministries of the church.
12. Attend staff meetings and retreats.
13. Attend monthly board meetings as a resource and for informational purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Family Ministries

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive discipleship and adult ministries of the church, and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and coordinate short-term classes for parents on topics, such as:
  - Positive parenting
  - Self-esteem
  - Caring for troubled children
  - Caring for children with special needs
  - Healing hurts
  - Step-parenting
  - Communicating
  - Playing together
  - Blended families
2. Provide nurturing to parents of young children through:
  - Special events
  - Monthly fellowship
  - Small-group Bible studies
  - Counseling
3. Develop and coordinate family events such as:
  - Family picnic
  - Family Advent night
  - Adopt-a-grandparent program
  - Conferences and retreats
4. Develop and coordinate specialized ministries, such as:
  - Women's ministries
  - Men's ministries
  - Intergenerational ministry
  - Church-wide fellowship events
5. Coordinate program development with other program staff to ensure a balanced program for the entire family.
6. Assist in worship and preach at the request of the pastor.
7. Teach in the adult education program as requested.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Administer the work of the Department of Family Ministries by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the family ministries of the church.
12. Attend staff meetings and retreats.
13. Attend board(s) meetings as a resource and for information purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of College Ministries

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive college ministry for the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and implement the college ministry of the church, including:
  - Sunday morning adult education
  - On-campus Bible studies
  - On-campus sharing groups
  - Fellowship events
2. Encourage college-age adults to develop healthy relationships with other members of the congregation.
3. Provide support and guidance to college-age adults as they mature in their faith.
4. Disciple and nurture college-age adults to cope with life experiences.
5. Identify, develop and disciple college-age leaders.
6. Assist in worship and preach at the request of the pastor.
7. Teach in the education program as requested.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Administer the work of the Department of College Ministries by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the college ministry of the church.
12. Attend staff meetings and retreats.
13. Attend monthly board meetings as a resource and for information purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.

# Position: Pastor of Single Adults

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive singles ministry for the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Develop and maintain a single adults ministry for the church, including:
  - Sunday morning adult education
  - Midweek educational opportunities
  - Small groups for caring, sharing and nurturing
  - Support groups for divorce recovery, grief recovery and 12-step programs
  - Fellowship events
2. Encourage single adults to develop healthy relationships with all members of the church family.
3. Provide support and guidance to singles as they mature in their faith.
4. Develop classes and groups as needed, by age definition, career, gender and interests.
5. Identify, develop and disciple single adult leaders.
6. Assist in worship and preach at the request of the Senior Pastor.
7. Teach in the adult education program, as requested.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Administer the work of the Department of Single Adults by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
10. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
11. Work with appropriate committees, officers and leaders to carry out the single- adult ministry of the church.
12. Attend staff meetings and retreats.
13. Attend monthly board meetings as a resource and for informational purposes.
14. Represent the church by serving on appropriate denomination committees and community organizations.
15. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.



# Position: Pastor of Senior Adults

Accountable to: (\_\_\_\_\_)

**Purpose:** To serve the church by developing, coordinating and administering an effective and comprehensive ministry to senior adults of the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

## Primary Duties and Responsibilities

1. Recruit, train and motivate senior adults for home visitation, teaching basic lay listening skills and spiritual counseling techniques.
2. Provide a social and recreational program for senior adults, including crafts, exercise class, trips and luncheons.
3. Bring seniors together who have common needs, to comfort and minister to each other.
4. Organize and coordinate volunteer service opportunities for senior adults, including reading to shut-ins and adopt-a-grandparent programs.
5. Develop a tele-visitation program for homebound seniors.
6. Develop a strategy for effective personal communication with the congregation, including birthday cards, newsletters and follow-up calls on anniversaries of the death of loved ones and home visits to recovering hospital patients.
7. Maintain a resource list of those qualified and available to give assistance to senior members in such areas as preparing wills, estate planning, banking, real estate, legal service and home repairs.
8. Teach Bible studies and lead worship services in local retirement communities.
9. Assist in worship and preach at the request of the pastor.
10. Teach in the adult-education program as requested.
11. Conduct weddings and funerals, providing appropriate preparation and support.
12. Administer the work of the Department of Senior Adults by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the department.
13. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
14. Work with appropriate committees, officers and leaders to carry out the senior-adult ministry of the church.
15. Attend staff meetings and retreats.
16. Attend board meetings as a resource and for informational purposes.
17. Represent the church by serving on appropriate denomination committees and community organizations.
18. Cooperate with the (\_\_\_\_\_) by performing any other duties when asked to do so.