



JOB DESCRIPTION

DIRECTOR OF SENIOR ADULT MINISTRIES

The Director of Senior Adult Ministries at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well and cultivate trust with other people in a growing congregation.

PURPOSE: The purpose of the Director of Senior Adult Ministries is to foster a supportive and engaging environment for our senior members while also extending our outreach to the wider community, as well as sharing in the basic functions of ministry and teamwork.

HOURS: The Director of Senior Adult Ministries position is a part-time non-exempt position and is governed by Custer Road UMC's Employee Handbook. This expected time commitment is 25 to 28 hours per week, which will include Sunday mornings and some evenings and weekends. Compensation will be commensurate with experience.

STAFF SUPERVISION: Reports to Senior Associate Minister of CARE Ministries

RESPONSIBILITIES: In conformity with Custer Road's policies and procedures as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ **Program Leadership & Development:** Design, implement, and oversee a dynamic Senior Adult Ministries program. This includes regular gatherings, fellowship opportunities, and spiritual growth activities.
- ◆ **Relationship Building:** Actively engage with senior adults in our church, providing pastoral care, support, and friendship. Extend outreach efforts to welcome new senior adults from the community into our church family.
- ◆ **Event Planning & Promotion:** Plan and coordinate various events, such as luncheons, day trips, seminars, and special programs. Effectively promote these events through church communication channels to ensure high participation.
- ◆ **Volunteer Management:** Recruit, train, and collaborate with a Senior Adult Council and other volunteers to ensure the program's success. Foster a collaborative and empowering environment for the team.
- ◆ **Administrative & Technical Skills:** Maintain organized records and utilize computer skills for communication, promotion, and program administration.
- ◆ **Manage budget:** Oversee funds allocated to Senior Adult programming and maximize program impact for our community.
- ◆ **Empathetic Leadership:** Lead with a compassionate and understanding approach, demonstrating a genuine empathy for the unique needs and challenges of senior adults.
- ◆ **Miscellaneous:** Attend weekly Staff Chapel time, Staff meetings, CARE team meetings and other meetings and/or trainings as necessary.

QUALIFICATIONS/REQUIREMENTS:

- ◆ Must have proven experience in a leadership, program management, or ministry role, preferably with a focus on senior adults.
- ◆ Must have exceptional interpersonal and communication skills.
- ◆ Must have strong organizational skills and provide attention to detail.
- ◆ Must be proficient in basic computer applications (e.g., Microsoft Office, Google Workspace) and social media for program promotion.
- ◆ Must have knowledge of community resources & services available for senior adults.
- ◆ Must have the ability to manage multiple projects simultaneously.
- ◆ Must be a self-starter who can work independently and is proactive in creating and promoting new initiatives.
- ◆ Must show a deep and demonstrated empathy for the needs of senior adults.
- ◆ Must have a strong commitment to the mission and values of Custer Road UMC.
- ◆ Must submit to and clear a background check and complete Ministry Safe training.
- ◆ Must be trained in CPR and have First Aid certification.
- ◆ Must be able to work flexible hours, including weekends and evenings.
- ◆ Must maintain good personal appearance and cleanliness
- ◆ Must have dependable transportation
- ◆ Must have a positive attitude, strong work ethic, and a spirit of grace and patience while working with church staff, church members and/or volunteers.

TOP REASONS TO WORK WITH US:

- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures.
- ◆ Ministry and professional growth.
- ◆ Great workplace and ministry environment.