St. Peter's Lutheran Church Ministry Position:

Title: Senior Coordinator	Part-Time - $17/hour, 10 hours/week
Reports to: Pastor	Updated: February 25th, 2021
Applications Due: May 1, 2021 Position Start Date: May, 2021	***TO APPLY: Send resume, two letters of reference, + cover letter telling us about you to hvanicek@splcmf.org or by mail. Contact this email with any questions.***
St. Peter's Lutheran Church 1803 Highway 1431 West Marble Falls, TX 78654	website: www.stpetersmarblefalls.org office: 830-693-2253 email: hvanicek@splcmf.org

Staff Character Description:

- Ability to speak about God
- Ability to learn / be a life-long learner
- Ability to be creative and think outside the box
- Ability to work as part of a staff and team
- Gifted in nurturing & growing faith-filled relationships
- Passionate for and about life

Overall Description: This team member is responsible for coordinating the activities necessary to help our senior members thrive, both spiritually and personally.

Key Responsibilities:

Outreach Connection

- Identify the Senior Members of our congregation (determined by age or needs)
- Connect with each Senior Member and ask how best to communicate with them. This should include people who move away (if they wish).
- Establish a method of regular communication (e-news, mailings, calls, etc) per specific requests for information from church that applies to them directly, as well as words of encouragement, helpful hints, etc.
- Send greeting cards on birthdays and holidays

Needs Assessment and Coordination

- Ask each Senior Member of any special needs they may have. These requests should be shared with the Pastor with their permission.
- Explain that members should contact the Senior Coordinator with any special needs or questions. Be available to listen.
- Gather a list of outside resources to connect people with when you cannot answer their questions or address their needs
- Create a team to provide rides to church, doctor appts., etc.
- Review the possibility of a Handy Man Team to help with small chores (homebound focus)

Caring for the Sick

- Coordinate with Pastor and Member Care Committee to visit the ill, hospitalized, shut-ins. Work with the Home Communion Team to be sure all shut-ins are being served.
- Send out home communion
- Oversee and coordinate memorial/funeral lunch/receptions with guidance from pastors

Activities and Gatherings

- Help with Retiree Roundup. Attend gatherings. Help plan programs, obtain speakers, etc. Recruit leaders for the group.
- Develop other activities for the more active Seniors, such as game days, golf groups, field trips or outings.

Other

- Provide a written monthly report to the Congregational Council as well as an annual report for Congregational Meeting
- Maintain and update the senior related sections of the St. Peter's website
- Update the St. Peter's calendar to include senior related events