

SENIOR MINISTRY DIRECTOR JOB DESCRIPTION

The mission statement of the senior ministry is:

- To enhance a deeper relationship with Christ
- To support seniors in life events
- To offer meaningful, ongoing fellowship

Overview:

The senior ministry director position will create programs of interest, create spiritual growth opportunities, and offer unique service choices. The director will work closely with the senior pastor, and be accountable to the Session of Westfield.

Requirements:

The director must:

- ✓ Exhibit a strong personal relationship with Jesus Christ
- ✓ Possess a passion and compassion for senior adults
- ✓ Direct and effectively work with a large group of volunteers
- ✓ Have excellent interpersonal and communication skills
- ✓ Be a self-starter

Duties:

Include, but are not limited to, the following:

- Create, plan and lead weekly senior ministry meetings
- Attend weekly staff meetings
- Recruit and manage volunteers in multiple programs/workshops within the program
- Develop programs and service opportunities that are engaging and relevant to seniors

Salary and compensation:

The position is part-time and year-round. The director would work 15-20 hours a week and the beginning salary would be based on experience. The position does not offer benefits. An annual evaluation would be administered by the Personnel Committee and the senior pastor.