

## SENIOR ADULT ACTIVITIES COORDINATOR

The senior adult activities coordinator will plan and organize one special activity a month for senior adults to promote ministry to one another and include fun, fellowship and encouragement.

<b>Ministry Area/Department</b>	Senior adults
<b>Position</b>	Activities coordinator
<b>Accountable To</b>	Senior adult pastor
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Exhortation
<b>Talents or Abilities Desired</b>	Good physical health • Planning and organizational skills
<b>Best Personality Traits</b>	Leader-dependable
<b>Passion For</b>	Planning activities for fun and fellowship
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a quarter

### RESPONSIBILITIES/DUTIES

1. Get to know the senior adults in the church and find out what their interests are and what activities they enjoy. Do a yearly survey regarding activity choices.
2. Plan and organize a monthly activity for senior adults.
  - a. Consider the interests and activities enjoyed by senior adults.
  - b. Occasionally try something new for variety and excitement.
  - c. Schedule some activities in the church facilities and others in different locations—even short day trips.
  - d. Research—other churches, books, etc.—to discover what other senior adult ministries are doing.
3. Prepare an activity calendar and distribute copies to senior adults.
4. Give a copy of the activity schedule to the administrative secretary for when someone calls with questions about dates and activities and so that the information may be included in the church master calendar.

## SENIOR ADULT BIBLE STUDY ASSISTANT

The senior adult Bible study assistant is the right arm of the senior adult Bible study teacher. The assistant must be prepared to fill in for the teacher when necessary, assist with keeping watch over the flock and coordinating class leaders and functions. The assistant is expected to teach, reach and minister to members and prospects under the direction of the teacher.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult Bible study assistant
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherd • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Communicator • Comfortable speaking to groups • Able to allow someone else to lead but willing to take the lead when necessary
<b>Best Personality Traits</b>	Dependable-leader
<b>Passion For</b>	Discipling senior adults and providing support for other leaders
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teacher meetings and training opportunities.
2. Study each weekly lesson and be available to lead the class in the senior adult Bible-study teacher's absence.
3. Pray for class members/visitors.
4. Promote spiritual growth and unity among class members.

## SENIOR ADULT BIBLE STUDY TEACHER

The senior adult Bible study teacher is the shepherd of the class and is responsible for overseeing or coordinating all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects with the help of other leaders within the class.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult Bible study teacher
<b>Accountable To</b>	Sunday School director
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Communicator • Comfortable speaking to groups
<b>Best Personality Traits</b>	Dependable-leader • Expresser
<b>Passion For</b>	Discipling senior adults
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teacher meetings and training opportunities.
2. Work with Sunday School director to choose curriculum for the class.
3. Study and prepare for each weekly lesson.
4. Pray for class members and visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet people as they arrive.
6. Lead class each week and involve participants in studying and learning God's Word through various teaching methods.
7. Promote spiritual growth and unity among class members.
8. Organize class into care groups of six people or less with one leader per group.

## SENIOR ADULT CARE GROUP LEADER

The senior adult care group leader is responsible for showing Christian love and concern to a small group of fellow senior adults through maintaining regular contact and encouragement.

<b>Ministry Area/Department</b>	Senior adults
<b>Position</b>	Senior adult care group leader
<b>Accountable To</b>	Senior adult pastor
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Mercy-showing • Exhortation
<b>Talents or Abilities Desired</b>	Concern for others • Accessible by telephone • Able to write and mail brief notes and cards
<b>Best Personality Traits</b>	Dependable-expresser • Expresser-analyst • Compassionate
<b>Passion For</b>	Spiritual and physical well-being of fellow Christians
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** as requested

### RESPONSIBILITIES/DUTIES

Responsible for caring for a small group of senior saints.

- a. Pray for the people in your care group.
- b. Send cards when appropriate: birthday, thinking of you, get well, sympathy, etc.
- c. Call periodically to touch base with each person in your care group.
- d. Call to check on those who are absent to let them know they were missed and to make sure they are all right.
- e. With person's permission, pass on any special prayer requests to senior adult class prayer leader, senior adult pastor and appropriate class teacher.
- f. Notify proper minister or authorities if one of your care group members has an emergency or critical need for assistance.

## SENIOR ADULT CLASS FELLOWSHIP LEADER

The senior adult class fellowship leader is responsible for planning and coordinating all class social events at church or elsewhere and for recruiting class members to help as needed. This leader will promote unity among the group.

<b>Ministry Area/Department</b>	Senior adult Sunday school
<b>Position</b>	Senior adult class fellowship leader
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving • Exhortation
<b>Talents or Abilities Desired</b>	Organizer • Motivator
<b>Best Personality Traits</b>	Expresser-dependable • Sociable
<b>Passion For</b>	Planning and orchestrating experiences that build relationships and encourage others
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month
2. **Participating in meetings/training:** one hour a quarter

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Plan, coordinate and lead class social events.
3. Encourage get-acquainted or icebreaker activities within the class.
4. Plan for occasional—or even weekly—refreshments before class.

## SENIOR ADULT CLASS OUTREACH LEADER

The senior adult class outreach leader is the reaching arm of the class. This person is responsible for contacting and beginning relationships with prospects, visitors and new members in order to point them to Christ and assimilate them into the church through the Sunday School or other Bible study groups.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult class outreach leader
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Evangelism • Administration • Exhortation
<b>Talents or Abilities Desired</b>	Good communicator • Good organizational skills
<b>Best Personality Traits</b>	Expresser-leader • Outgoing
<b>Passion For</b>	Influencing other senior adults for Christ and encouraging them to become involved in the local church
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Coordinate efforts with church outreach director and inform him or her of visitation progress.
3. Work with class members to identify, witness to and minister to prospects and enroll new members.
4. Develop a class prospect file and keep a record of contacts with those prospects and the results.
5. Pray for prospects, visitors and new members.
6. Initiate follow-up contacts with class visitors: phone, write, visit.
7. Contact prospects to inform them of the class studies, activities, etc. and invite them to participate: phone, write, visit.
8. Be prepared to lead prospects to Christ or to provide a counselor when needed.

9. Welcome visitors and help new members feel accepted; introduce them to others, assimilating them into the life of the church.

## SENIOR ADULT CLASS PRAYER LEADER

The senior adult class prayer leader is responsible for praying fervently, organizing and leading a class prayer chain and encouraging spiritual growth in class members through daily devotions and prayer.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult class prayer leader
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Mercy-showing • Pastor/shepherd • Exhortation
<b>Talents or Abilities Desired</b>	Good communicator • Good listener • Willing to spend time in prayer
<b>Best Personality Traits</b>	Expresser-analyst • Caring • Serious • Discreet
<b>Passion For</b>	Interceding for others in prayer • Belief in the power of prayer
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a week (prayer meeting)

### RESPONSIBILITIES/DUTIES

1. Pray daily for the needs of members, prospects and for church activities, ministries and leaders.
2. Organize a class prayer chain through the care-group leaders to inform class members of special or urgent prayer needs.
3. Encourage class members to pray for foreign and home missions.
4. Provide or recommend devotional material and exhort members to have daily devotions.

## SENIOR ADULT CLASS SECRETARY

The senior adult class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes, visitors, etc.; preparing or assisting with class correspondence when needed; and welcoming newcomers to the class.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult class secretary
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Organizer • Detail oriented • Good penmanship
<b>Best Personality Traits</b>	Dependable-analyst • Friendly
<b>Passion For</b>	Organization, accuracy and serving as a support person
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities, yearly or as presented.
3. Keep accurate records of member attendance and up-to-date personal information—address, phone, birthday, etc.
4. Welcome visitors and help new members feel accepted.
5. Ask visitors to complete appropriate forms or personally register them by obtaining names, addresses and phone numbers; determine whether or not they are a member of another church.
6. Keep records of visitor and prospect information for outreach purposes. Have this information readily available to the senior adult Bible-study teacher, outreach leader and other concerned staff.
7. Complete weekly attendance form, collect class offerings and turn them in to senior adult records clerk.
8. Prepare or assist with special correspondence to class members.

## SENIOR ADULT GUEST FOLLOW-UP ASSISTANT

The senior adult guest follow-up assistant will follow up every senior adult guest who visits the church. This involves phone calls, visits and cards to make the guests feel welcome and cared for.

<b>Ministry Area/Department</b>	Senior adults
<b>Position</b>	Senior adult guest follow-up assistant
<b>Accountable To</b>	Senior adult outreach director
<b>Ministry Target</b>	Senior adult guests
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian, paired with stable, maturing Christian when visiting
<b>Spiritual Gifts</b>	Mercy-showing • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Accessible by telephone • Able to write and mail brief notes and cards
<b>Best Personality Traits</b>	Dependable-analyst • Friendly • Compassionate
<b>Passion For</b>	Influencing people for Christ and the church
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as requested

### RESPONSIBILITIES/DUTIES

1. Contact all senior adult guests who have attended your class or the church.
2. Extend a warm welcome, a hand of fellowship and a note of appreciation or encouragement with the goal of helping the guest feel welcome and influencing him or her to visit again and become committed to Christ and the church.
  - a. Phone within 24 hours of visiting class, service or activity. Ask if it's all right to schedule a brief visit.
  - b. Visit within a week if guest approved or requested a visit. Plan to keep the visit brief, unless the guest asks you to stay longer.
  - c. Send a card that says, "appreciated your visit with us and invite you to join us again" or "enjoyed visiting with you and hope you'll be able to join us."

## SENIOR ADULT MISSIONS LEADER

The senior adult missions leader is responsible for locating credible missions opportunities and coordinating class efforts to become involved in missions-related ministry. He or she will also keep abreast of churchwide missions projects and will promote those projects within the class as well.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult missions leader
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Exhortation • Serving • Mercy-showing • Giving
<b>Talents or Abilities Desired</b>	Able to research missions opportunities • Discernment
<b>Best Personality Traits</b>	Analyst-dependable • Compassionate • Dedicated
<b>Passion For</b>	Serving the spiritually and physically needy
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Work to become informed of ministry needs within congregation, denomination, community and world that would present a missions opportunity for the class.
3. Confirm the credibility of the missions need or project.
4. Inform class of missions opportunities and coordinate missions efforts with class members.
5. Pray for missions opportunities to open and for God's blessing on the missions efforts in which you become involved.
6. Initiate follow-up contacts, when appropriate, with church or community members served through your missions efforts.
7. Involve senior adult outreach leader and church outreach director when needed.
8. Educate class regarding churchwide missions projects and promote the missions theme.

## SENIOR ADULT PASTOR

The senior adult pastor will direct and oversee the seniors ministry, minister to senior adult members and follow up with senior adult guests. The senior adult pastor must have a heart for seniors ministry and be willing to work to include this valuable group of people in the ministry of the church.

<b>Ministry Area/Department</b>	Senior adults
<b>Position</b>	Senior adult pastor
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Senior adults in the church and community
<b>Position Is</b>	Volunteer or paid staff
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Mercy-showing • Administration
<b>Talents or Abilities Desired</b>	A retired pastor would be great
<b>Best Personality Traits</b>	Expresser-leader • Compassionate • Dependable • Analytical
<b>Passion For</b>	Ministering to senior adults
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** five hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Give direction to and oversee the seniors ministry.
  - a. Identify the needs and interests of seniors within the church and community.
  - b. Plan and develop programs for the seniors ministry, making sure they agree with the seniors-ministry purpose statement.
  - c. Evaluate existing programs to determine effectiveness.
  - d. Identify and provide ministry opportunities for senior adults.
2. Meet monthly with senior adult ministry leaders to pray and to discuss challenges, solutions and praises.
3. Visit with and minister to senior adult members in their homes and when they are hospitalized or move to a nursing home.
4. Participate in outreach ministry to senior adult guests who have visited the church.
5. Lead prayer and devotional messages in appropriate senior adult meetings.

6. Oversee budget and expenditures for the senior adult ministry.

## SENIOR ADULT RECORDS CLERK

The senior adult records clerk is responsible for accurately calculating weekly attendance and offering totals for the senior adult department and for delivering offerings and visitor information to the appropriate staff members.

<b>Ministry Area/Department</b>	Senior adult Sunday School
<b>Position</b>	Senior adult records clerk
<b>Accountable To</b>	Senior adult Bible study teacher
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good organizational skills • Detail oriented • Good math skills
<b>Best Personality Traits</b>	Dependable
<b>Passion For</b>	Organization • Accuracy • Good stewardship
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities, yearly or as presented.
2. Tally class attendance records to obtain weekly attendance figures.
3. Calculate and record total of all classes' tithes and offerings.
4. Deliver all tithes and offerings to treasurer, bookkeeper or appropriate person as set forth in church policy.
5. Assemble visitor forms received from classes and deliver them to the church outreach director or other designated person.

## SENIOR ADULT REFRESHMENT COORDINATOR

The senior adult refreshment coordinator is responsible for planning, organizing and overseeing refreshment preparation and service at special senior adult events.

<b>Ministry Area/Department</b>	Senior adults
<b>Position</b>	Senior adult refreshment coordinator
<b>Accountable To</b>	Senior adult activities coordinator
<b>Ministry Target</b>	Senior adults
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Mercy-showing • Administration • Serving
<b>Talents or Abilities Desired</b>	Accessible by telephone • Good organizational skills
<b>Best Personality Traits</b>	Analyst-expresser-leader • Dependable
<b>Passion For</b>	Hospitality
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month
2. **Participating in meetings/training:** minimal, as requested

### RESPONSIBILITIES/DUTIES

1. Plan refreshments for special activities as needed.
2. Recruit assistants to help prepare or provide refreshments and disposable utensils.
3. Oversee refreshment service setup and cleanup.