

Montgomery Community Church Position Description

- Title:** Senior's Ministry Coordinator
- Classification:** Part-Time; Hourly Non-Exempt; Up to 5 hrs/wk
- Benefits:** As indicated in the MCC Employee Handbook
- Purpose:** The purpose of this position is to develop a team of volunteers, coordinate activities, oversee ministry budget, and oversee lay leaders/volunteers to utilize their spiritual gifts.

Responsibilities:

A. General

In conjunction with the Prayer/Care Pastor, provide leadership in developing a team of volunteers to organize, develop, and communicate the ministry and their activities.

- Develop and oversee a team of volunteers (8-10) to lead Ministry
- Develop yearly calendar of events
 - o Quarterly Events (each season)
 - o Bi-annual Overnight Retreat
- Work with Prayer/Care Pastor for scheduling on Master Calendar and ESpace
- Put together a bi-monthly or quarterly newsletter in conjunction with Prayer/Care Pastor
- Encourage participation in all – church studies and service projects
- Promote mission and vision of MCC

B. Operations

- 1) Oversee logistics, reservations, details, etc. for all Senior's Ministry events.
- 2) Coordinate with Communications Department on all Senior's Ministry communication needs to ensure clarity and maximum reach.
- 3) Encourage continual connection and community through Senior's Ministry groups.

C. Lay Leaders and Volunteers

- 1) Oversee and equip ministry lay leaders/volunteers so they may grow like Christ and effectively use their giftedness in God's church.
- 2) Develop and communicate ministry growth plans and expectations, while holding leaders accountable to the plan.

D. Financial Management

- 1) Oversee Senior's Ministry budget.
- 2) Understand and operate within church financial policies.

E. Other

- 1) Carry out the mission of MCC by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors and other staff, while serving in this ministry role.
- 2) Proactively grow and develop leadership gifts through training opportunities.

- 3) Ability to work with a teachable heart, good attitude, and unified spirit.

Performance Expectations:

- 1) Senior's Ministry leaders will be resourced, encouraged, and mentored as ministry multipliers.
- 2) Senior's Ministry participants will be growing in their faith and seeking to disciple others.
- 3) Stories of life change and spiritual growth within Senior's Ministry will be communicated churchwide.

Qualifications:

A. Knowledge and Experience

- 1) Experience in leadership of ministry and organization of events
- 2) Proficient in all Microsoft applications.
- 3) Attend MCC.

B. Skills

- 1) Ability to compassionately articulate the Gospel message.
- 2) skilled at developing mentoring relationships with the focus on guiding a lay leadership team.

C. Spiritual Gifts

- 1) Leadership
- 2) Administration
- 3) Hospitality

Reports to: Adult Discipleship Pastor