

First Baptist Church of New Braunfels

Job Description

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| Position: | Senior Adult & Pastoral Care Minister |
| Job Classification: | Ministerial Part-Time, Exempt |
| Supervisor: | Small Groups & Outreach Pastor |
| Subordinates: | None |

Date Approved by Personnel Committee: 10 Jun 2019

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Job Summary

The Senior Adult and Pastoral Care Minister, in coordination with the ministerial staff, develops and directs the education and outreach ministry of the adult seniors. He plans, coordinates and leads all the Senior Adult activities of the church. He also oversees the pastoral care ministry for church members that are in the hospital or sick.

Qualifications

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| Education: | College Degree. Seminary graduate or equivalent experience. |
| Personal Attributes: | Born-again Christian, called by God to this ministry. Motivated, outgoing, personable. Ability to relate to senior adults (55+). Supports the Baptist Faith & Message (2000). |
| Specialized Skills: | Ability to Teach. 1 Tim 3:2; Not limited to public teaching from the pulpit. Pastoral Care Skills. Solid communication and organizational skills. Microsoft Office skills and understanding of social media. |

Key Responsibilities

Planning

1. Plans, organizes, and directs the activities related to the Senior Adult ministry keeping in concert with the church mission statement and goals.
2. Develops, organizes, and leads the pastoral care ministries of the church. (i.e., homebound, flower, benevolence)

Pastoral Care

1. Visits or contacts church members who are hospitalized or sick.
2. Enlists and trains volunteers to help with the pastoral care ministry.

Communications

1. Seeks new Senior Adult prospects and follows up with them.
2. Keeps the staff informed about pastoral care issues.

Budgeting

1. Prepares an annual budget for the Senior Adult and Pastoral Care ministries.

Physical

1. Work performed indoors and outdoors, and on evenings and weekends.
2. Requires extended periods of sitting, standing, and lifting (less than 50 pounds).
3. Primary work days include Sunday morning, Tuesday, and Wednesday evenings, but the minister is expected to work approximately 4 hours a day, five days a week. Expect a 20 hour work-week average (special events may require extra hours in any given week).
4. Other tasks as may be assigned by the supervisor.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the senior adult and pastoral care minister. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as directed.