



## Senior Ministry Specialist

(20 hours/week)

### **I. Primary Function:**

While building relationships and collaborating with faith communities, the Senior Ministry Specialist researches, designs, and implements tools and resources for congregations to develop or enhance their ministries to, with, and for their older adult congregants.

### **II. Authority:**

Reports to the Director of Marketing Communications & Church Relations

### **III. Primary Responsibilities:**

The Senior Ministry Specialist helps carry forward Lyngblomsten's mission by working with area congregations (corporate<sup>1</sup> and non-corporate churches) in a competent, compassionate, pastoral, and professional manner for two main purposes:

- 1) To inspire and support churches to develop or enhance intentional senior ministries FOR and WITH their older adult members.
- 2) (Through the church) To get resources to older adults who still live in their own homes/apartments as well as to the families of aging persons

This includes:

- Encouraging and empowering faith communities and individuals to be advocates for senior ministry
- Developing curriculum and other resources on senior ministry-related topics
- Maintaining and enriching relationships with Lyngblomsten's corporate congregations
- Serving as a mentor and resource, collaborate with church staff and key lay leaders to discuss their vision and goals for intentional senior ministry (corporate and non-corporate churches)
- Teaching workshops/classes and giving presentations on senior ministry-related topics
- Coordinating Lyngblomsten's annual Senior Ministry Conference
- Assisting with the development and maintenance of the Senior Ministry Network
- Participating in Lyngblomsten Sundays, senior ministry Sundays, and resource fairs at churches
- Teaching on issues of aging as it pertains to enriching senior ministries
- Co-leading orientation for new delegates and pastors; co-leading large group delegate meetings
- Attending monthly meetings of the Lyngblomsten Senior Ministry Committee
- Supporting the organizational vision of church partnerships as communicated by the Board of Directors
- Upholding the Lyngblomsten brand (mission/principles/pillars) as described on page 2
- Maintaining a high level of awareness of Lyngblomsten programs, activities, events, and resources in order to answer questions from delegates and church staff and to share opportunities with the churches as appropriate/relevant; and
- Performing other duties as assigned.

<sup>1</sup> Lyngblomsten has member churches which are called "corporate congregations" or "corporate churches." We work with these churches, as well as with other churches which are not members of the Lyngblomsten corporation.

#### **IV. Qualifications:**

- A. Degree in Christian religious studies/theology/divinity or equivalent pastoral ministry experience.
- B. Familiarity with older adult issues and community/congregational resources related to senior ministry.
- C. Successful experience with research/planning/designing and implementing ministry with older adults.
- D. Excellent communication skills -- written, verbal, and interpersonal.
- E. Strong collaborative leadership skills, including the ability to mentor others.
- F. Computer skills: Familiarity with Windows PC environment. Advanced skills in MS Word. Working skills in PowerPoint and Excel and the internet. Social media and webinar facilitation skills a plus.
- G. Strong organizational skills and high degree of accuracy and attention to details.
- H. Ability to interact professionally and communicate effectively and sensitively with older adults, clergy, volunteers/lay leaders, and co-workers.
- I. Dependable transportation and willingness to drive to churches.
- J. Flexibility and tolerance with scheduling demands (including some evening and weekend assignments) and overlapping deadlines.

#### **V. The Lyngblomsten Brand:**

The Senior Ministry Specialist must uphold the mission of Lyngblomsten and support the brand, as described below:

##### **Our Mission:**

Influenced by Christ, Lyngblomsten provides a ministry of compassionate care and innovative services to older adults in order to preserve and enhance their quality of life.

##### **Our Guiding Principles:**

For our *participants*, Lyngblomsten promotes dignity through informed choices for living options, respecting individuality, and orchestrating the best life possible.

For our participants' *families*, Lyngblomsten supports their needs through careful listening, traveling alongside them as they walk the journey with their loved ones.

For our *employees*, Lyngblomsten strives to foster an environment that encourages compassionate caregiving, innovative thinking, problem-solving, and opportunity seeking.

Through our *community* of donors, volunteers, and corporate congregations, Lyngblomsten encourages the individual to live one's personal ministry by enhancing the lives of older adults.

##### **Our Pillars:**

- Influenced by Christ
- Innovation & Leadership
- Resources & Support
- Person-Centered & Dignity-Enhancing Experiences
- Engaged Lifestyle

**VI. Safety and Physical Demands:**

Lyngblomsten strives to create and maintain safe conditions for employees, residents/tenants, volunteers, and visitors. All employees are to be aware of total facility and department safety and emergency procedures, as well as be responsible for anticipating and eliminating potentially hazardous conditions and situations.

**PHYSICAL DEMANDS**

These physical demands may be modified if a reasonable accommodation can be found that does not create an undue hardship to Lyngblomsten.

A. In an 8-hour work day, the Senior Ministry Specialist must be able to:

- 1. sit 5 to 6 hours
- 2. walk/stand 2 to 3 hours

B. The employee's job requires occasional (1% to 33% of 8-hour day):

- 1. squatting
- 2. bending and stooping
- 3. crouching
- 4. reaching above shoulder level
- 5. kneeling
- 6. pushing and pulling

C. The employee's job requires lifting/carrying:

- 1. up to 10 lbs. Frequently
- 2. 11 - 25 lbs. occasionally

D. The employee's job requires use of the right and left hands for repetitive actions such as:

- 1. simple grasping
- 2. firm grasping
- 3. fine manipulation
- 4. keyboarding

**VII. Acceptance:**

I have read the above Job Description and physical demands. I fully understand the contents and shall perform these duties to the best of my ability.

\_\_\_\_\_  
SIGNATURE of EMPLOYEE

\_\_\_\_\_  
SIGNATURE of SUPERVISOR

DATE \_\_\_\_\_

DATE \_\_\_\_\_