



**GET TO KNOW THE ROLE OF A
DELEGATE**

JOB DESCRIPTIONS

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**HELPING MY CONGREGATION
TO KNOW LYNGBLOMSTEN**

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JOB DESCRIPTIONS

Volunteer Job Descriptions for Lyngblomsten Corporate Congregation Delegates

The following GENERAL INFORMATION applies to **all lay (non-ordained) delegates**:

Overview:	The delegate serves as a liaison between their church and Lyngblomsten. This means: <ol style="list-style-type: none">1) Learning about and utilizing the resources Lyngblomsten offers-- serving as an ambassador.2) Supporting and advocating for the congregation's efforts to meet the needs of older adults and their families, and Together, these efforts uphold the covenant partnership between Lyngblomsten and the member church – strengthening senior ministry and meeting the needs of older adults and their families.
Ministry Area:	Older Adult Ministry
Accountable to:	Delegate's church/congregation
To be filled by:	Members of Lyngblomsten Corporate Congregations
Gifts/Talents/ Abilities:	Good communicator, comfortable talking to others, able to motivate and engage others; ability to drive yourself to meetings or arrange for a ride; access to email and internet
Personality Traits:	Dependable, friendly
Passion for:	High quality of life for older adults; continuing the engagement of older adults in the church
Interested in:	Issues of older adults and their families; supporting senior adult ministry
Length of Service Commitment:	1 year minimum; annually renewable

Volunteer Position:	Lyngblomsten (Lay) Delegate
Time Commitment:	<p>Performing delegate-related activities at your church (i.e. staffing a ministry fair, attending church council meeting to report on partnership with Lyngblomsten): 12 hours per year</p> <p>Meetings/Training with Lyngblomsten: 8 hours per year (2 delegate meetings, 1 annual meeting). } 20 hours annually</p> <p>New delegates also attend an orientation session.</p>
Responsibilities/Duties:	<p>As a delegate appointed by your church, you represent your church and serve in the governing body of Lyngblomsten. Delegates have a responsibility to both their church and to Lyngblomsten. Churches and nonprofits have a special opportunity to explore and meet the needs expressed by its community. Not restricted by marketplace priorities, these organizations have the ability to put ideas into action to realize the vision of a better society and achieve their missions.</p> <p>As such, specific duties of all Lyngblomsten delegates are:</p> <ul style="list-style-type: none"> • Attend meetings and training sessions for delegates, including the Lyngblomsten Corporate Annual Meeting where you elect the Board of Directors. • Respond to invitations and requests for information from Lyngblomsten and your Lead Delegate. • Share information and help your congregation to know Lyngblomsten as a resource and partner. For example: programs and services for older adults, development of senior adult ministry within your church, opportunities to live one's personal ministry (by volunteering, donating, etc.) • <u>Advocate for the needs of senior adults and their families as it relates to engaging seniors in the ministry of your church</u>, i.e. encourage "transportation buddies"—helping folks who no longer drive get to church for worship and events. • <u>As you are able, become involved with Lyngblomsten so that you and your church are visible</u>—i.e. transport residents (push wheelchairs) to Sunday worship at Lyngblomsten, volunteer at the annual ice cream social, co-staff a table at your church's ministry or health fair.

3 basic duties

Maximize your role

*NOTE: Each corporate congregation also designates one lay Delegate to serve as the "lead." See next page for the responsibilities of the **Lead Delegate**.*

*A member of the church's pastoral staff serves as the **Pastoral Delegate**.*

NOTE: One of the Lay Delegates serves as the Lead

Volunteer Position:	Lyngblomsten <u>Lead</u> (Lay) Delegate
Time Commitment for Lead Delegates:	<p>Delegate-related tasks at your church: 24 hours per year</p> <p>Meetings/Training with Lyngblomsten: 10-12 hours per year (incl. 2 delegate meetings, 1 annual meeting).</p> <p>New delegates also attend an orientation session.</p>
Additional Responsibilities/ Duties for Lead Delegates:	<p>In addition to the responsibilities outlined for all lay delegates, lead delegates also:</p> <ul style="list-style-type: none"> • <u>Relay church news and changes</u> (i.e. pastor coming/leaving) to your staff liaison at Lyngblomsten. • <u>Assist with routing and collecting information as needed</u>, i.e. checking that <i>Lyngblomsten Lifestyle</i> magazine is distributed at your church; routing information about the annual <i>Spirit of Giving</i> program (Christmas gifts for Lyngblomsten residents) • <u>Verify your church's delegate roster annually</u> – contact delegates to invite them to serve again, update contact info, and return form to Lyngblomsten; recruit new delegates as needed (minimum of 2 and maximum of 5 lay delegates needed plus pastoral delegate). • <u>Coordinate a Lyngblomsten Sunday or similar event</u> (i.e. Senior Ministry Sunday), with the assistance of the other delegates • <u>Communicate with Pastor/Pastoral Delegate on a regular basis</u>—especially regarding information acquired at delegate meetings if Pastoral Delegate was unable to attend. • <u>Lead the group of delegates from your church</u>, i.e. meet with them to discuss and implement ideas related to the partnership with Lyngblomsten and sharing resources with your congregation; call delegates to remind them of meetings, deadlines, etc.

Position:	Lyngblomsten <u>Pastoral</u> Delegate
<p>What is a “Pastoral Delegate”?</p> <p>The pastoral delegate is a pastor on staff at the church who will serve as the pastoral contact with Lyngblomsten. Overall, the pastoral delegate is there to support the delegates from his/her church and to “open the door” for Lyngblomsten and the delegates at their church. For example, a pastoral delegate may help get the delegates on the Parish Council agenda once a year to talk about the partnership, give or arrange for a temple talk about Lyngblomsten, assist delegates with getting a date set annually for Lyngblomsten Sunday/Senior Ministry Sunday, etc.</p> <p>At a minimum, the pastoral delegate is needed to:</p> <ol style="list-style-type: none"> 1) Attend the Lyngblomsten Corporate Annual Meeting (the pastoral delegate is a voting member of Lyngblomsten), 2) Be available for communication with the delegates from your church. Provide an opportunity for the delegates to present annually at a Church Council meeting. In general, the pastoral delegate helps promote the development or enhancement of older adult ministry at his/her church and accepts the assistance of the delegates and Lyngblomsten to do so, and 3) Assist the lead delegate with identifying and recruiting new delegates as needed (minimum of 2 and maximum of 5 lay delegates needed). 	

HELPING MY CONGREGATION TO KNOW LYNGBLOMSTEN

Ideas for Helping My Congregation to Know Lyngblomsten

1. Coordinate distribution at your church of the quarterly publication *Lyngblomsten Lifestyle*. Be sure to read the magazine yourself too!
2. Encourage your church newsletter editor to promote opportunities for your congregants to participate in Lyngblomsten events (info packets are mailed monthly to the editor).
3. Coordinate a Senior Ministry Sunday (or Lyngblomsten Sunday) *annually* at your church. Borrow the display board from Lyngblomsten.
4. Arrange for a group from your church (5-6 people) to transport residents (push wheelchairs) to Sunday worship at Lyngblomsten.
5. Encourage adult and youth volunteering at Lyngblomsten (individually, as a group, or as a family).
6. Have your church choir, bell choir, etc. provide music for Sunday worship at Lyngblomsten.
7. Utilize the Lyngblomsten Speakers Bureau for presentations of interest to older adults and their families.
8. Arrange for a group tour of Lyngblomsten.
9. Consider having a pulpit exchange with our Chaplains.
10. Support fundraising events sponsored by the Lyngblomsten Foundation.
11. Hold a senior group, church council or committee meeting at Lyngblomsten—especially at the 5-5-1 Club community center.
12. **TELL** the Lyngblomsten story to members of your congregation. Use the DVD “We Hold Hands” to help them know who Lyngblomsten is today.

BEING AN EFFECTIVE DELEGATE

- A. Make certain that your congregation is **REPRESENTED** at all of the delegate functions (orientation, annual meeting, information meetings.)
- B. Read materials sent to you from Lyngblomsten. Respond in a timely fashion to requests for information.
- C. Periodically review the Delegate Job Description.
- D. Give a **REPORT** to your church council about Lyngblomsten. Include Lyngblomsten in your annual report.
- E. Be an **ADVOCATE** for senior issues in your church.

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