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## Volunteer Job Descriptions for Lyngblomsten Delegates

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

<b>Overview:</b>	The delegate serves as a liaison between their church and Lyngblomsten. This means: 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.
<b>Ministry Area:</b>	Older Adult Ministry
<b>Accountable to:</b>	Delegate’s church/congregation
<b>To be filled by:</b>	Congregants of Lyngblomsten Member Congregations
<b>Gifts/Talents/ Abilities:</b>	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
<b>Personality Traits:</b>	Dependable, friendly
<b>Passion for:</b>	High quality of life for older adults; continuing the engagement of older adults in the church
<b>Interested in:</b>	Issues of older adults and their families; supporting senior adult ministry
<b>Length of Service Commitment:</b>	1 year minimum; annually renewable

Volunteer Position:	Lyngblomsten ( <u>L</u> ay) Delegate
<b>Time Commitment:</b>	Performing delegate-related activities at your church (i.e., staffing a ministry fair, attending church council meeting to report on partnership with Lyngblomsten): <b>10 hours per year</b> Meetings/Training with Lyngblomsten: <b>6 hours per year</b> (1 delegate meeting, 1 annual meeting). New delegates also attend an orientation session. <div style="text-align: right; margin-top: 10px;">} <b>16 hours annually</b></div>
<b>Responsibilities/Duties:</b> <div style="margin-top: 100px; color: red; font-weight: bold;">3 basic duties</div> <div style="margin-top: 100px; color: blue; font-weight: bold;">Maximize your role</div>	<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, <b>specific duties of all Lyngblomsten delegates are:</b></p> <ul style="list-style-type: none"> <li>• <b>Attend meetings</b> and training sessions for delegates, including the Lyngblomsten Corporate Annual Meeting where you elect the Board of Directors.</li> <li>• <b>Respond to invitations and requests for information</b> from Lyngblomsten and your Lead Delegate.</li> <li>• <b>Share information and help your congregation to know Lyngblomsten as a resource and partner.</b> 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.)</li> <li>• <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.</li> <li>• <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 summer festival, co-staff a table at your church’s ministry or health fair.</li> </ul>

*NOTE: Each member congregation also designates one Lay Delegate to serve as the “Lead.” See page 3 for the responsibilities of the **Lead Delegate**.*

*A member of the clergy on staff of the congregation serves as the **Pastoral Delegate** (see page 4).*

**NOTE: One of the Lay Delegates serves as the Lead**

<b>Volunteer Position:</b>	<b>Lyngblomsten <u>Lead</u> (Lay) Delegate</b>
<b>Time Commitment for Lead Delegates:</b>	<p>Delegate-related tasks at your church: <b>20 hours per year</b></p> <p>Meetings/Training with Lyngblomsten: <b>6-8 hours per year</b> (1 delegate meeting, 1 annual meeting).</p> <p>New delegates also attend an orientation session.</p>
<b>Additional Responsibilities/Duties for Lead Delegates:</b>	<p><b>In addition to the responsibilities outlined for all lay delegates, lead delegates also:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Relay church news and changes</u></b> (i.e., pastor coming/leaving) to your staff liaison at Lyngblomsten.</li> <li>• <b><u>Assist with routing and collecting information as needed</u></b>, e.g., 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)</li> <li>• <b><u>Verify your church’s delegate roster annually</u></b> – 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).</li> <li>• <b><u>Coordinate a Lyngblomsten Sunday or similar event</u></b> (i.e., Senior Ministry Sunday), with the assistance of the other delegates</li> <li>• <b><u>Communicate with Pastor/Pastoral Delegate on a regular basis</u></b>— especially regarding information acquired at delegate meetings if Pastoral Delegate was unable to attend.</li> <li>• <b><u>Lead the group of delegates from your church</u></b>, 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.</li> </ul>

**Position:**

## Lyngblomsten **Pastoral** Delegate

### **What is a “Pastoral Delegate”?**

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.

At a minimum, the pastoral delegate is needed to:

- 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).