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Position Title:	Senior Adult Ministries Assistant
Hours/week:	30
Reports To:	Pastor of Senior Adult Ministries
Classification:	Salaried/non-exempt
Starting pay range:	\$27,300 - \$32,760, depending on experience
Benefits:	Medical/vision/dental and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

#### PRIMARY RESPONSIBILITIES:

1. Assists Senior Adult Pastor (Pastor) in leading the Senior Adult Ministry (Ministry)
2. Assists the Pastor in providing support to volunteer Ministry Leaders in ministering to each campus' Senior Adult Ministry
3. Coordinates all administrative and logistics details in the execution of Ministry activities, including scheduling, web page, master calendar, advertising events, name tags and tech support
4. Ensures all Ministry activities align and support Woodmen's vision of Love Well - Change Lives - Through Christ
5. Assists Pastor in managing the Ministry's annual budget and calendar
6. Legacy:
  - a. Assists the Pastor in the conduct of the weekly Legacy program including scheduling worship leaders overseeing hospitality team and buying food for meal days
  - b. Helps the Pastor meet the pastoral needs of Legacy members and maintains home-bound and hospital lists for team to call
  - c. Helps schedule workshops and social events pertinent to the Legacy attendees, as needed
  - d. Creates and distributes Legacy and Downtown newsletters, prayer requests, directory (updates info) and name tags for attendees
  - e. In church database (Rock): enters Legacy members' data, includes them in newsletter distribution list and adds them to photo directory list; enters all reservations and events into calendar
7. Sends out communication for Living Stones (M) and Legacy and Downtown (F) and backup for Monument senior adults
8. Is main contact for Eccentric class, (entering in calendar, sending communications)
9. Helps facilitate missions-related activities and opportunities for the Ministry population
10. Helps facilitate service opportunities that allow Ministry to support the Woodmen community
11. Other duties as requested.

#### SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. Demonstrates an ongoing relationship with Jesus Christ through regular prayer, personal Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and/or MAC
4. Experience establishing, maintaining and forecasting budgets
5. Comfortable speaking in front of groups (as needed)
6. Excels in a multi-task environment
7. Skilled in dealing with people and answering questions pertaining to the ministry in a friendly yet confidential manner
8. Ability to lift and carry 30 lbs.
9. Reliable transportation