

Associate Director of Older Adult Ministry

Part-Time Position

21 hours/week

Lancaster/Logan Campuses

Direct Report: Executive Pastor

Description of Position:

The Associate Director of Older Adult Ministry (ADOAM) focuses on building community and connection for older adults (typically 55+). The primary emphasis is on planning events, managing logistics, and coordinating care, with limited direct discipleship responsibilities.

The Associate Director of Older Adult Ministry (ADOAM) will be responsible for the following:

CORE Member

The ADOAM must be a CORE Member in good standing. At any point, if the ADOAM fails to meet the standards of CORE Membership, their employment can be terminated.

Adhere to Staff Values

The ADOAM must adhere to the staff values.

Modeling Biblical Priorities:

Responsible for upholding biblical priorities and core values of The Tree Church. The ADOAM should represent a personal relationship with Christ. The ADOAM models a strong relationship with his or her spouse (if married) and children (if applicable). The ADOAM strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions.

Embodying Good Work Ethic:

At The Tree, we are passionate about staff community and staff work ethic. We are highly relational, and we work hard. Like all ministries, there are busy seasons and seasons when we are able to catch our breath, but we have set a culture that doesn't shy away from hard work. Just as seriously as we take hard work, we also highly value rest; and for that reason, we take every Friday and Saturday off. It's also worth noting that the atmosphere at The Tree is to help out, even if it isn't in our job description.



Some Key Responsibilities:

- Coordinate and assist all aspects of OAM at The Tree, which includes but is not limited to:
 - o **Vision & Leadership Development**
 - Develop and lead in providing and communicating vision for the ministry.
 - Work alongside the other staff and ministries to develop and implement office/ministry systems that help support the overall ministry vision.
 - The ADOAM will be expected to perform other duties as a staff member as needed.
 - o **Event Planning & Coordination**
 - Help to create, plan, and coordinate all OAM events.
 - Organize monthly or quarterly gatherings (luncheons, game days, day trips, holiday events).
 - Manage event logistics: venues, transportation, food, and registrations.
 - Manage RSVP lists and event reminders.
 - o **Financial Oversight**
 - Develop a budget for the ministry.
 - Track and manage the ministry budget with support from the executive team.
 - o **Volunteer Coordination**
 - Recruit, train, and develop a volunteer team for the ministry.
 - Schedule volunteers to help with setup, hospitality, transportation, care, etc.
 - o **Care & Support Ministry**
 - Alongside the Care Team, maintain an updated list of any participants with care needs.
 - Coordinate creative and practical ways to care for individuals with specific needs, ensuring personalized support and follow-up (e.g., home visits, grocery runs, prayer support).
 - Alert pastoral staff about serious needs (hospitalizations, crises).
 - Research, coordinate, and network local senior ministries and organizations that help care and support the needs of the seniors in our church/community.
 - o **Communication**
 - Promote events through church communication channels.
 - Communicate event and ministry information to participants.



- Maintain polite and professional communication via phone, email, and mail as needed.
- o **Administration & Record Keeping**
 - Oversee all church database and ministry organizational structures.
 - Keep organized records of events, attendance, and care needs.

We're looking for someone who is:

- Strong leadership and vision-casting abilities.
- Passion and prior experience in working with older adults.
- A skillset and knowledge of aging (psychological, spiritual, social, and physical) and/or can develop systems that identify, understand, and address older adults' needs, challenges, and priorities.
- A heart for serving seniors and understanding their unique needs.
- Excellent communication and interpersonal skills.
- Ability to recruit, train, and manage volunteers effectively.
- Organized and detail-oriented with strong administrative skills.
- Flexible and adaptable; able to handle multiple tasks and changing priorities.
- Collaborative spirit, working well with staff, volunteers, and church members.
- Proficient in basic office software and comfortable learning new systems (e.g., church database).
- Dependable, compassionate, and committed to the church's mission and values.
- High level of emotional intelligence, empathy, and pastoral care sensitivity.
- Ability to work flexible hours, including occasional evenings and weekends as needed for events.