

Staff Position Description:

Director of Older Adult Ministries Xenia United Presbyterian Church Xenia, Ohio

SCOPE: This is a contracted **Interim Position** through January 2026 with the possibility of further contract extensions not to exceed one year at a time. This is a part-time position averaging 20 hours per week.

PURPOSE: To develop and implement a comprehensive ministry for older adults at Xenia United Presbyterian Church.

ACCOUNTABILITY: Daily accountability is to the Senior Pastor in his role as Chief of Staff for XUPC. Accountability with respect to overall Job Performance is to the Deacons and Personnel Committee of the XUPC Session. Periodic Job Performance Evaluations (a minimum of one evaluation per year) will be primarily accomplished by the Deacons (with input from the Senior Pastor).

QUALIFICATIONS:

- ◆ Strong Christian character demonstrating a close walk with God
- ◆ Education and experience in working with seniors, and/or experience in church work and programming
- ◆ Ability to work independently and with teams
- ◆ Ability to forge effective working relationships members of XUPC and relationships with Xenia and Greene County organizations related to older adult ministry
- ◆ Exhibits a passion for Christ's church
- ◆ Exhibits the ability to directly provide ministry to older adults as well as recruiting and guiding particular church members to do the same
- ◆ Exhibits energy, creativity, and motivational skills

DUTIES AND RESPONSIBILITIES

- ◆ Establish vision and goals for the Older Adult Ministry, including recruiting a group to steer that effort (this may fall under XUPC's Board of Deacons)
- ◆ Serve as the initial Director of our Center for Life and Learning (name to be determined)
- ◆ Oversee and coordinate (or develop lay leaders to coordinate) fellowship, educational, and service opportunities for the Older Adult Ministry
- ◆ Publicize or supervise publicizing of Center for Life and Learning programs
- ◆ Keep Senior Pastor informed of pastoral care needs; with other church personnel, develop a "Pastoral Care Calendar" (note: this is chiefly a programming, not a visitation, position)
- ◆ As time permits and as beneficial to XUPC, be involved in the Presbyterian Older Adult Ministries Network (POAMN) and/or Synod and Presbytery level Older Adult groups (i.e., the "Third Thirty" network of the Presbytery of Miami Valley)
- ◆ NOTE: This is not designed as a position for an ordained Minister of the Word and Sacrament; should a MWS be the successful candidate, occasional pastoral duties based on availability or interest may be incorporated into the duties of this position, but when appropriate, will earn separate compensation

Staff Position Description:

DUTIES AND RESPONSIBILITIES (continued)

- ◆ Create and maintain a calendar of activities for all seniors' programs
- ◆ Work with church staff and Session members in planning intergenerational activities
- ◆ Perform other duties as assigned by either the XUPC Older Adult Ministry Committee (or Board of Deacons) or the XUPC Senior Pastor

COMPENSATION

The salary for this position will range between \$19,000 and \$22,000, depending on experience and qualifications. The DOAM will be eligible for \$2,000 annual medical reimbursement and \$500 for continuing education. There will be \$500 support for mileage/travel on a vouchered basis.

Anticipated start date February 1, 2024