

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Elderly Outreach Coordinator
Accountability	Pastor
Purpose of Ministry	The purpose of this ministry is to provide parish support and assistance to the older members of the community. The Church, through its parishes, creates a natural network of involvement with older persons and their families. This ministry provides older adults with a sense of community and belonging.
Participant Group	<ul style="list-style-type: none"> ▪ The elderly in the community ▪ Volunteer pastoral visitors to the elderly in the community
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Recruits volunteers who want to minister to and assist the elderly. ▪ Provides training for volunteers. ▪ Identifies elderly members in the parish community who need assistance. ▪ Coordinates visits/assistance to the elderly in the parish community. ▪ Keeps records of elderly service and volunteers. ▪ Visits and assists the elderly in the parish community.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Has skills necessary for leadership and facilitation ▪ Has the skills necessary to minister ▪ Has an understanding of the elderly and the relevant issues ▪ Skilled in group process and interpersonal communication ▪ Has a willingness to deepen own spiritual life. ▪ Committed to prayer and gospel values. ▪ A spirit of generosity.
Time Commitment	<ul style="list-style-type: none"> ▪ This is a volunteer position requiring 6 to 8 hours each month ▪ Must be able to attend the orientation session and the training sessions
Duration	Two year term
Orientation and Training	Standard parish orientation programme
Support/Supervision Evaluation	The Pastor is the first level of support, supervision and evaluation
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview, Reference Check, Police Record Check ▪ Orientation and Training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations