

POSITION DESCRIPTION

Director of Seniors Ministries *(30 hours/week)*

Westminster Presbyterian Church

2701 Cameron Mills Road

Alexandria, VA 22311

703-549-4766; www.wpc-alex.org

Job Summary: Provide care, outreach and programmatic opportunities to Westminster's seniors.

Essential Functions:

- Alongside pastoral care staff, extend pastoral care to seniors in the congregation through regular visitation and outreach.
- Organize and lead on-site and off-site events for seniors to deepen their connection with the church.
- Work with the Flying Solo Steering Committee to plan and implement programs and fellowship activities for senior singles.
- Serve as a resource to Westminster Deacons, coordinating their weekly post-worship visitation (flower deliveries/extended communion) and bus transportation to those living in nearby retirement communities.
- Serve as a collaborative colleague in ministry with church pastors and staff and provide administrative leadership over program-related budgets, schedules and communications.

Other Responsibilities:

- Connect our seniors with residential, medical and transportation resources.
- Attend and participate in memorial services as appropriate

Qualifications:

- Bachelor's degree required
- Experience working in a church environment on staff or in volunteer leadership positions
- Training or experience in pastoral care, such as Clinical Pastoral Education or other programs

Reports To: Associate Pastor for Mission and Pastoral Care

Core Competencies:

- **Spiritual Maturity.** Shows strong personal depth and spiritual grounding.
- **Pastoral Care Counseling.** Provides a caring presence that invites sharing as desired. Demonstrates appropriate pastoral care boundaries, recognizing his/her own limitations as a care provider and referring congregants to other professional care providers as appropriate.
- **Fellowship Development.** Actively connects members and visitors with the life of the congregations in ways that promote congregation fellowship, spirituality and growth of community. Encourages hospitality, welcome, orientation and membership connection.
- **Mission Ownership.** Demonstrates understanding and full support of the mission, vision, values and beliefs of Westminster church. Teaches these values to others and supports these values in the way he/she leads assigned teams and programs.
- **Interpersonal Skills.** Establishes good working relationships with others throughout the staff and congregation, building appropriate rapport and using diplomacy and tact. Is approachable, listens carefully to members' joys and concerns and exercises good judgment in determining how to address.
- **Integrity and Trust.** Is seen as trustworthy by others. Practices direct, honest and transparent communication. Keeps confidences. Admits mistakes. Doesn't operate with hidden agendas. Responds to situations with constancy and reliability.
- **Volunteer Management.** Provides direction, gains commitment and achieves results through the efficient creative and responsible deployment of volunteers.

To apply, please send a cover letter and resume to jobs@wpc-alex.org.