

## **Aging & Development Ministry Description Draft & Implementation Guide**

This position presents a sample draft prepared by New Beginnings. The position incorporates concepts from "Job Description about Older Adults" by Amy Hanson; EFCA Encore Sample Job Description Resources by Chris Holck; and Charles Arn, Church Growth, Inc.

Caution is advised in the evolution of the position. Initially, it may be split and/or part-time. However, such a position should not be undertaken without a five-year financial commitment to make the position(s) full-time and to establish a Church Estate and Planned Gift Design Service and Church Foundation for facility maintenance, renovation, and expansion. See Congregational Implementation Guidance below.

No position(s) could be more economically justified. However, no seminary offers curriculum to accommodate these essential needs. Ministry curriculum is not offered to comprehend, teach, train, or serve life stages, particularly elderhood life stage; multiple generations, inter-generations, life cycles and other longevity needs.

Sample drafts of both ministry positions follows:

**Aging Ministry:** Implement and direct a full-scale ministry for active adults by providing leadership, training, and mobilization opportunities:

For initial guidance, complete congregational research.

Facilitate the involvement of adult volunteer ministry with office space, desk, telephone, computer, business cards, web page, and newsletter.

Provide and coordinate a wide variety of ministry opportunities and activities to encourage meaningful involvement and spiritual growth and to facilitate the nurturing of relationships with other members and non-members of each generation.

Foster an inter-generational culture by integrating active adults with other "life-stages."

Provide life-stage support for issues significant to this segment of the congregation such as instructional websites; new seminary training, responsibility, stewardship (budget planning, estate planning, legacy planning) wellness, patriotism, intentional all age evangelism, age equality, grandparenting, aging parents' care, elderhood life stage, and protirement utilization for God:

Develop, implement, and oversee coordinated in reach and outreach; assimilation for generations, life stages, particularly, elderhood, protirement candidates & life cycles.

Provide training that will unleash and mobilize active adults to discover and use their gifts.

Create partnerships with agencies and organizations outside the church that dovetail with these challenges, such as Dave Ramsey's Peace University; The Wick's YES Youth Enough to Serve; Cavin T. Harper Christian Grandparenting

Network; Leona (Anderson) Bergstrom Re-Ignite; and Robert W. Chism New Beginnings.

Budget consistent with youth ministry investment.

**Development Ministry:** Identify, cultivate, and challenge partners; increase the level of generosity, participation, and ownership, through direct involvement and consistent financial giving:

Provide necessary leadership to initiate and implement a Church Estate and Planned-Gift Design Service, Foundation and development plan, to identify, cultivate, and challenge givers who have potential to support the ongoing vision.

Provide leadership to Planned Giving efforts which would include education, marketing, presentations, proposals, gift arrangements, and gift closure.

Oversee the Foundation, work with the Foundation board to raise support for and help provide leadership to the Foundation.

Assure that gift arrangements are properly completed, and maintain ongoing commitment to givers, building generosity into their lives.

Plan and carry out special dinners, events, and stewardship training that will maximize partnership with and raise financial resources for all ministries.

Maintain regular communication with the pastoral team to assure effective administration and prompt response to each giver's questions, concerns, and interests.

Take leadership to further resource the organization's development plan; educate and support each leader with respect to his or her development and ministry role.

**Qualifications for either position:** Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, consistent with the area of ministry and vision:

Be committed to the theological stance of the church.

Possess an understanding of the ministries of the church.

College degree in business, marketing, communications, or related discipline.

Advanced development, aging training, and personal research are highly desirable.

Proven knowledge, experience, and success in not-for-profit development.

**Working with Church Staff and Volunteer Relationships:**

Reports directly to the senior pastor.

Develop and be responsible for departmental meetings staff and/or volunteers, as needed.

Be informed of and function within the guidelines outlined in the church bylaws.

**Five Years Deliverables:**

Inter-Generational Ministry Culture

Intentional All Ages Adult Evangelism  
Benevolence and Generosity Development  
Church Estate and Planned Gift Design Service  
Church Foundation

**Congregational Implementation Guidance for either position:**

The Planning Committee seeks to discover the needs and interests of the 50-plus crowd in the congregation with following survey. Requested responds are Agree, Disagree or Uncertain to following statements:

There is a feeling among us that we care about elderhood adults.

Our congregation prays for concerns relevant to second-halfers.

Our congregation designates May as Older Americans month and plans activities.

There is someone in charge of our elderhood ministry.

We assist second-halfers in discerning their gifts, talents, and Christian vocations.

Our elderhood members are encouraged to tell their faith stories.

Our congregation celebrates significant milestones in the lives of second-halfers, e.g. wedding anniversaries, retirement, becoming empty-nesters, and grandparenting.

Our congregation provides inter and intra-generational ministries.

There is an attitude among us that older adults no longer have things to contribute.

Our congregation trains grandparents and godparents to be effective faith-shapers.

Our congregation celebrates Grandparents' Day in September.

Our congregation offers life planning training.

Input is sought from second-halfers on their needs and concerns.

Our congregation encourages the second-halfers to do something significant that advances God's mission domestically.

Our congregation reaches out to the homebound and residents in nursing homes.

Our elderhood ministry is evaluated at least once a year.

Our second-halfers are given opportunities to be involved in ministries, e.g. mentoring, mission trips, prayer chains, support groups, intentional evangelism.

The Planning Committee researches the services for those in the second half of life provided by community agencies. The congregation decides how they can support, assist, and utilize these programs.

The Planning Committee reflects upon the

responses for the 50-plus member survey and begin a dialogue to decide what steps to take to build a vital ministry for the second half of life crowd.

The Planning Committee makes recommendations to the pastor and church council for implementation.

The above options provide directions to start an generational, elderhood and development ministry, be effective and unleash the power and determination of the new life stage.