

First Calvary Baptist Church Mission:

First Calvary Baptist Church is a local Body of Christ that seeks to **empower** the spiritual lives of the people of Durham and its vicinity. It serves as a community-based congregation serving people of all socio-economic standards, **enhancing** their quality of life by ministering to the whole person. We are committed to an **evangelistic** thrust that is centered around the biblical application of the principles and teachings of Jesus Christ.

EMPOWER. ENHANCE. EVANGELIZE.

Our Mission is central to who we are at First Calvary. Everything we do arises from our sense of purpose and mission. To accomplish our mission, we take seriously those who are called to be a part of our team. We look for G.I.V.E.R.S., those with a Growth Mindset, Innovative, Volunteerism, Excellent, Relational, and Servant Leaders. *We will never sacrifice our culture no matter how good the talent is!*

Position Title: *Minister to Mature Adults (Seniors)*

Schedule:

- Weekdays, varied evenings and weekends (Part-time, 20 – 25 **hours/month**)
- Must attend First Mondays of the month for Team Meetings (1 hour)
- Ideal to be in office on Tuesdays for 11AM Pulse Meeting (1hour)

Education

- Bachelor's degree preferred, High School Diploma required.

Directly reports to Pastor – Works directly with the Mature Adults Ministry and Health and Wellness Ministry

General Description • Overall responsibility to direct, grow and oversee the Mature Adult and Senior Ministries within the vision of First Calvary Baptist Church.

Primary Responsibilities • Works directly with the Pastor/Ministry Leaders creating opportunities for the ministry • Works directly with all the people volunteering and attending the Mature Adults Ministry

Specific Duties and Responsibilities •

- Directly oversee all aspects of Mature Adults Ministry
- Develop budget and policies for the Mature Adults Ministry
- Create innovative and exciting new programs for Mature Adults
- Spark a new excitement and energy for future accomplishments and goals
- Communicate the vision, philosophy and theology of our Mature Adults Ministry to our church members, ministries and contacts
- Recruit, Train, Mobilize Volunteers to serve as a volunteers team
- Help to create, plan and coordinate all events such as Outreach Events, Dinners and Lunches, and Studies

- Responsible for recruiting, training, supervising and retaining all Mature Adults Ministry volunteers
- Stand as the representative and spokesman for all events and meetings involving Mature Adults Ministry
- Oversee and mobilize the Mature Adults Ministry to meet the needs of the local community in relevant and effective ways
- Oversee all databases and ministry organizational structures
- Research, coordinate and network with other successful Mature Adults Ministry locally and globally. Ability to visualize potential collaborations within groups and individuals.
- Ability to drive successful results through networking and outreach
- Capacity for delegating and organizational proficiency
- Strong Bible knowledge and the ability to communicate Scripture to others
- Excellence in idea conception (big picture) and ability to execute related strategies and goals
- Ownership and accountability for all responsibilities
- Exemplary gift for identifying, cultivating, and leveraging key relationships
- Refined oratory skills with the capacity to adapt and think swiftly • Strength in working under pressure and with deadlines
- Works well with others and committees to accomplish goals
- Outgoing personality
- Knowledge of basic computer skills and office responsibilities

Work Environment • Mostly office • Some off-site work

Physical Requirements • Sitting at a desk (regularly) • Standing (regularly) • Stairs (regularly) • Walking (frequently) • Typing – computer keyboard • Telephone – receive and dial calls • Speaking (regularly) • Hearing (regularly) • Seeing (regularly) • Lifting (up to 25 pounds)