

Part Time Interim Position Description

Associate for Ministry to Older Adults

Presbytery of West Virginia

Scope of Work

- Provide pastoral support, emergency counsel and end-of-life education to staff at 11 low-income, elderly facilities in West Virginia, 5 of which are owned by Presbyterian affiliated organizations.
- Provide pastoral support to facility residents
- Provide life-enhancing activities for residents (such as 4th of July celebrations, Christmas parties, etc.) in coordination with local managers.
- Visit each facility a minimum of 1x a month
- Educate and inform Presbytery about ministry to Older Adults using educational workshops, displays at in person meetings, newsletter articles, etc.
- Provide educational talks to individual congregations upon request
- Provide monthly activity report to Presbytery administration
- Attend two Presbyterian Housing Foundation of West Virginia board meetings per year, with accompanying written activity summary report

Qualifications:

- Experience in pastoral care, end-of-life care, and Advanced Directives
- Experience in working with Older Adults
- Skills in teaching and leading small groups
- Excellent organizational skills
- Ordination as Minister of Word and Sacrament or ruling elder in the Presbyterian Church (USA)
- Familiarity with elderly housing operations

Contract

- Monthly written activity report demonstrating facility visits, program delivery and educational activities, including plan for the next month. \$2,900 per written report
- Attendance twice per year at Presbyterian Housing Foundation of West Virginia board meetings. \$1,000 per meeting

Total contract amount: \$36,800