

JOB VACANCY – Cedar Park United Church Congregational Care Coordinator for Seniors



The Congregational Care Coordinator for Seniors (CCCS) role at Cedar Park United (CPU) involves the effective coordination and management of resources available within its Caring Community to support ministry programming with its seniors.¹

This is a part-time one-year contract (renewable), paid hourly, averaging 8 hours per week. In order to connect in person with seniors, the CCCS is expected to attend Sunday worship and Connection Time regularly, Morning Connections on Wednesdays (min. 2X/month), and other key ministry programming events for seniors. The CCCS' role is also to support volunteer leadership.

The CCCS is expected to be familiar with CPU (or committed to become so), to actively support the faith commitments and the Identity & Values of CPU (see www.cedarparkunited.org) and to work within the guidelines of UCC “Faithful Footsteps” for work with vulnerable populations, including training and screening procedures.

Duties include, inter alia

- Coordinating and supporting current ministry programming for seniors, particularly those programmes which provide connection, faith development, spiritual, and pastoral support.
- Coordinating and supporting congregational and pastoral care support for CPU seniors who are homebound, or are less able to participate in activities at the church building. (under the direction of the Minister.)
- Maintaining regular lay visitation and connections with homebound seniors.
- Supporting CPU food security initiatives for isolated seniors.
- Maintaining confidential visitation records/data base for ongoing congregational care offered to all seniors.
- Liaising with the Minister and Family and Youth Ministries Coordinator to develop and support intergenerational connections, activities and ministries.
- Liaising and networking with local social agencies who serve the needs of seniors, to foster partnerships for effective support programming.

Skills, Aptitude and Experience

- Strong communications skills, written and oral (knowledge of French is an asset).
- Experience and aptitude for working closely with seniors.
- Creative and compassionate skills.
- Able to work well in a “team ministry” environment.
- Able to take direction, and to be self-motivated.
- Strong organizational and information management skills.
- Good computer competence (Office suite/Internet/Social media), including proficiency in digital data management.
- Familiarity with the United Church of Canada, and its pastoral/congregational care systems is an asset.

Interested qualified candidates are invited to submit their resumé and cover letter to Peter Forton, Ministry & Personnel Committee Chair, via e mail at pforton@capefund.ca by April 30. The CCCS will begin on or about mid-June.

¹ “Seniors” in this document includes: active older adults who are still involved in the life and ministries of the congregation; and elderly seniors who by age, infirmity, are less involved in programming but who need spiritual and pastoral support, and connection to their faith community.