

First Presbyterian Church  
**Special Needs Ministries Coordinator**  
Proposed Position Description

Approved: August 23, 2016

Revised: October 27, 2020

Revised: July 27, 2021

Non-Exempt

**Summary: relational**

The Special Needs Ministries Coordinator (SNMC) will be the primary coordinator and shepherd of all the Special Needs Ministries. The SNMC will coordinate all activities, volunteers, related training, and shepherding related to the Special Needs Ministries. This includes but is not limited to the Sunday Mini-Miracles Classes, the weekly Shine On class, the monthly Buddy Break program, the annual Night to Shine Prom, and the quarterly Keep Shining Worship Experience.

The SNMC will also be responsible for creating and maintaining an atmosphere consistent with the mission and vision of the Special Needs Ministries Committee. The mission of the Special Needs Ministries Committee is to strengthen FPC as a community of belonging for people of ALL abilities. The goal of our program is to provide and grow worship and ministry opportunities for individuals with differing abilities and their families.

**Qualifications:**

- Experience and demonstrated skill at providing care for people who are experiencing the unique challenges these programs are designed to accommodate
- Heart for ministry with people facing these unique challenges and their families.
- Skilled in working with and leading volunteers
- A strong Christian faith and a desire to share it with children, youth, and adults
- Outstanding organizational and communication skills
- Bachelor's Degree (Special Education preferred or equivalent certifications)
- Current certification in CPR and First Aid

**Accountability:**

The SNMC shall work under the direct supervision of the Associate Pastor of Outreach and the Session through the Special Needs Ministries Committee (in partnership with the Evangelism Council).

**Work Hours:**

Work hours will average 15-20 hours per week.

The SNMC will be present on Sundays from 8:45 a.m. until 12:30 p.m. and on Wednesdays (during the school year) from 5:00-8:00 p.m. to manage Mini- Miracles Program, Children's Ministry Inclusion and Youth Ministry Inclusion. Additional hours will be once a month Buddy Break, annual Night to Shine Prom and its planning meetings. The SNMC will also coordinate the Mini-Miracles Camp each summer. The SNMC will also perform outreach as needed, and shepherd relationships & support with families as well as SNM leadership teams. The SNMC will meet as needed with the Associate Pastor of Outreach and with the regular meetings of the Special Needs Ministry Committee.

## **Duties and Responsibilities**

1. Coordinate and lead the volunteers, leaders, and teaching staff for the various special needs ministry programs
  - A. Educate, recruit, and train adults and youth to support individuals and families involved in special needs ministry.
  - B. Ensure consistency and continuity with FPC volunteer policies and procedures, including background checks
  - C. Schedule and supervise volunteers and/or paid caregivers
2. Direct Ministry Teams of each of these FPC programs:
  - A. Sunday Morning: 8:45 – 12:30 (First Kids & Kids Etc.): Mini Miracles 1 & 2, Inclusion
  - B. Wednesday Kids Club 5:00 – 8:00 p.m. during school year: Mini Miracles 1 & 2, Inclusion  
Youth Ministry Inclusion/Integration
  - C. Summer Ministry Programs coordinated with Children's & Youth Ministry
3. Facilitate the Ministry Teams of these Outreach (gateway) programs:
  - A. Shine On (weekly plus)
  - B. Buddy Break (monthly plus)
  - C. Keep Shining (quarterly)
  - D. Night to Shine (annual plus meetings)
  - E. Shine Bright (annual with group home residents)
4. Develop and carry out regular communication plans with families, staff & volunteers, and church ministries which interact with SNM
5. Coordinate with Director of Children's Ministry for consistent curriculum and make modifications and accommodations as needed for individual children. (school year & summer programs)
6. Maintain the following documents:
  - A. Up-to-date information and contact forms
  - B. Pertinent encounter notations
  - C. Inventory and procurement of supplies
  - D. Financial reports to SNM Committee
  - E. Accurate budgets for the Special Needs Ministry
7. Attend Special Needs Ministry Committee Meeting and coordinate agenda with Elder
8. Attend church staff meeting, as needed.
9. Maintain strong relationship with Little Shepherd's Preschool
  - A. Coordinate the use of shared space and equipment.
  - B. Explore the viability of including students of different abilities in preschool classes.
10. Be responsible for other activities as directed by the Associate Pastor of Outreach.

## **Professional Development**

Stay current through Disability Ministry readings, videos, social media networks, and conferences.

## **Performance Review Period:**

Annual performance evaluation will be conducted annually by the Associate Pastor of Outreach.