



JOB TITLE: SPECIAL NEEDS MINISTRY ASSISTANT

REPORTS TO: PASTORAL LEADER OF SPECIAL NEEDS

MINISTRY OPPORTUNITY PURPOSE: To assist the Pastoral Leader of Special Needs in the planning and implementation of the activities of the GIFT Ministry (the Special Needs Ministry of Stonebriar Community Church).

DUTIES AND RESPONSIBILITIES:

- Ministry Partners (Sunday Morning Volunteers)
 - Oversee Ministry Partner scheduling for Sunday morning and all other volunteer needs as they arise within the ministry.
 - Work alongside ProjectServe to advertise for and recruit new Ministry Partners.
 - Complete necessary interviews and training for new Sunday morning Ministry Partners.
 - Work alongside the Pastoral Leader of Special Needs and the Special Needs Ministry Leader to develop ongoing training for Special Needs Ministry Partners.
 - Provide care and concern for the Ministry Partners.
- Assist the Ministry Leader of Special Needs with Sunday morning activities by providing on-site coverage during the 9:00 or 10:45 worship services.
- Organize curriculum for Sunday morning—involves purchasing materials needed, making photo copies of worksheets, and developing detailed instructions for Ministry Partners to follow in teaching the curriculum.
- Anthem Art Class (Tuesdays)
 - Oversee the set-up and clean-up for this weekly art class.
 - Work with the Ministry Partners and Participants during the class.
 - Assist the Special Needs Ministry Leader in any preparation for the class.
- Work closely with the Special Needs Ministry Leader in the following areas:
 - Tracking attendance, sending follow-up postcards, and remembering birthdays.
 - Ordering curriculum and classroom supplies for the GIFT Ministry.
 - Purchasing snacks for Sunday mornings and special events.
 - Keeping the Special Needs specialized classrooms organized and clean.
- Assist with the planning and execution of special events and other programs as needed.
- Serve as an advocate both within the church and outside the church for those with special needs and their families.

QUALIFICATIONS: A heart for children and adults with disabilities and their families, solid communication skills, consistent and growing relationship with the Lord, and commitment to the Statement of Faith and Core Values of Stonebriar Community Church.

JOB STATUS:

- Part time, 15–20 hours per week
- Non-exempt