



Lead Special Needs Ministry Coordinator

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Lead Special Needs Coordinator
Department: Family Ministry

FLSA Status: Non-Exempt
Reports to: Family Minister
REGULAR HOURS PER WEEK: 25

Position Summary:

The Lead Special Needs Ministry Coordinator serves as the visible and trusted representative of the Special Needs ministry to families and volunteers. Working alongside the Family Ministry team, this position helps build meaningful relationships with volunteers and families, listening to their needs while implementing programming which speaks to the church's deep commitment to everyone experiencing Jesus. A key piece of this role is to create a welcoming and inclusive environment for every individual, regardless of ability in order for them to walk the path of their discipleship journey.

Essential Skills & Experience:

- Proven track record of working collaboratively within teams.
- Good communication skills
- Education and/or experience in Special Needs Education or Ministry
- Position requires working on Sunday mornings and Wednesday evenings as assigned.

Position Responsibilities:

- Help form, communicate and implement the overall plan for ministry to individuals and families with special needs.
- Supervise all Special Needs Coordinators and Associates. This includes providing leadership, support, and communicating relative departmental or church information to help them be successful in their positions. Work collaboratively with the Family Ministry team to encourage the Sunday Coordinator's growth and development.
- Provide information form to regularly attending Fellowship families who have family members with special needs. Check in periodically with these families to ensure progress, changes or any needed modifications. This is to ensure the current information regarding the needs of individuals with special needs at Fellowship is up to date and maintained.
- Bring needs or concerns of individuals, families, or elements of Sunday morning and Wednesday evening programming to the appropriate Family Ministry team members.

- Provide leadership to the Special Needs volunteer team in conjunction with the Special Needs Associates including scheduling, recruiting and onboarding and ongoing training.
- Be a resource to Family Ministry staff and volunteers to help minister well to individuals with special needs at Fellowship.
- Oversee and implement communication plan to ensure regular contact with Fellowship families who have an individual with special needs. This may include phone calls, texts, emails, Touchpoint database system or newsletters.
- Work with Special Needs staff and Family Ministry team to meet and greet new families with individuals with special needs providing information as needed to those involved in helping the individual.
- Evaluate individuals who may benefit from support on Sunday morning or Wednesday nights from the Fellowship Special Needs Ministry.
- Ensure that curriculum and lessons are adapted or modified in the best way to teach individuals with special needs. Work with the Special Needs team, Family Ministry team and volunteers as appropriate to ensure lessons are understood and implemented.
- Ensure resources and toys are maintained and available to help volunteers and children as needed. Ensure the Family Ministry team, Special Needs Staff team and volunteers know where and how to access those resources to be helpful to all.
- Plan respite events for families of individuals with special needs. Provide oversight with help from the Family Ministry team, Special Need staff and volunteers to implement the events.
- Stay current with local events and resources which may be of benefit to Fellowship families as a way to provide care to families and impact the community.
- Available Sunday mornings between 8am – 12:30pm and the Wednesday evenings from 6-8:30pm on the weeks when programming is offered during the school year.
- Attend overall staff and departmental meetings as directed and scheduled.

Markers of an Ideal Candidate:

- A collaborative self-starter that understands that identity drives mission.
- Adaptable with joy
- Team oriented
- Teachable and eager to grow.
- Ability to implement and delegate