

CARMEL BAPTIST CHURCH

Position Description

Special Needs Minister

Ministry Area: Generations Ministry

Reports To: Generations Pastor

Supervises: Volunteers, Special Needs Coordinator

FMLA: Exempt

SUMMARY OF THE BASIC FUNCTION

Develop and oversee a year-round special needs ministry that allows all members to live out Carmel's mission. Assist appropriate staff and volunteers with the execution of ministry to special needs individuals and their caregivers. Serve as the central contact point and conduit between constituents with special needs and their caregivers, church staff and various ministry volunteers. Provide expertise regarding appropriate care for special needs constituents, including space needs, personnel and programming.

GENERAL QUALIFICATIONS

Education: Bachelor's degree is required. Formal education, training and/or experience in special education required.

Skills: Gifts and abilities in the areas of leadership, administration, and communication. Must have computer skills including Microsoft Office products. Experience with Google Apps is essential. Must be a quick-thinker and problem-solver. The ability of the special needs ministry coordinator to problem-solve is crucial in order to enable a successful church experience for individuals and their families affected by disabilities.

Experience: At least 3-5 years of experience with individuals affected by disabilities is preferred. Previous experience with equipping volunteers to effectively teach special needs individuals is desired. Supervisory experience preferred. Experience with event planning is desired.

Physical Demands/Work Environment: Must have good written and verbal communication skills to effectively communicate through various mediums including in-person, electronically, and over the phone. Must be able to lift 25 pounds.

Mental Requirements: Must be able to work well under pressure and prioritize tasks in a multi-task environment.

ESSENTIAL FUNCTIONS

- General Responsibilities
 - Attend all Ministerial meetings and share vision and direction with the Joy volunteers and families
- Special Needs Ministry for Sunday Mornings:
 - Schedule and ensure volunteer leadership for each of the special needs areas on Sunday mornings.
 - Work with appropriate Generations staff to create, implement and coordinate new DC's or Buddy programs as needed.
 - Welcome and assist new guests with special needs and their caregivers.
 - Coordinate/ customize curriculum with all class leaders
- Programming and Event Advocate:
 - Ensure there are adequate and safe options for guests and members with special needs who attend the church and its ministry events.
 - Serve as liaison with Carmel families and Joni & Friends Family Retreat.
 - Plan and implement special events that will facilitate discipleship with Joy families
 - Implement family training events to provide insights and training tools for families of special needs members and guests.
 - Assist with outreach events to group homes, etc.
- Assessment and Registration:
 - Register new guests to adult, children or student DC's.
 - Contact new ministry constituents (guests and new members) with special needs and assess their unique needs. Recommend DC placement and any appropriate accommodations to provide appropriate oversight while they are in our care and to enhance the opportunity for discipleship.
- Volunteer & Leader Shepherd:
 - Serve as Ministry Team Member for the Joy Ministry Team.
 - Work with Carmel's Special needs local ministry partners (i.e. Joni and Friends, Young Life Capernaum, etc...)
 - Recruit and train all current and new volunteers for special needs DC's and buddy programs.
 - Research or develop training materials appropriate for all levels of volunteers.
 - Ensure all volunteers have been screened and adequately trained for service.
 - Respond to email requests.
 - Ensure website and other communication tools are current and accurate.
- Other duties as assigned.