

# THE CHURCH AT BROOK HILLS

---

## Special Needs Coordinator Job Description

The Special Needs Coordinator leads our church's efforts to minister to people with special needs and their families in our church and broader community. The Special Needs Coordinator must have significant experience ministering to children, parents, and families, as well as experience serving and leading volunteers. This role requires a person who relates well with people of different ages and backgrounds.

### SUMMARY

The Special Needs Coordinator serves as the primary leader of the Special Needs Ministry and reports to the Local Disciple-Making Pastor. The Special Needs Coordinator is a member of the Local Disciple-Making Team. While all the ministries of the Church at Brook Hills will work together to serve the greater vision of the church, the Special Needs Coordinator will effectively execute the implementation of the overall vision in the context of Special Needs Ministry. This will be done in a way that will be practical and relevant to individuals and their families.

### RESPONSIBILITIES

- Develop, oversee, and evaluate all ministry and programming for special needs individuals and their families throughout the church.
- Attract, invite, motivate, equip, lead and shepherd a unified and dynamic team, identifying and deploying their spiritual gifts, abilities, and passions for ministry.
- Clearly and accurately communicate the gospel and teach God's Word, the Bible, with the intent that special needs individuals, their families, and ministry leaders will know, love, follow, and serve the Lord Jesus Christ.
- Partner and communicate effectively for the shared goal of leading people to genuine Christian faith and life-long God-honoring worship and service. To also meet with, encourage, and provide personalized ministry as needed.
- Evaluate and implement curriculum, training materials, and supplementary resources that best help us reach our objectives and align with the values and direction of our church.
- Develop, submit, and manage the Special Needs Ministry calendar and budget, and operate within the specific constraints of the budget and church calendar.
- Plan and oversee special events related to Special Needs Ministry.
- Collaborate with other ministries of the church in the placement of volunteers, and the management of facilities, calendars, and other resources.
- Promote Brook Hills Special Needs Ministry within the faith family and to the local community.
- Develop relationships with area institutions and ministries in order to serve them well, share the gospel, and expand the influence of the Brook Hills Special Needs Ministry.
- Regularly report the directions, accomplishments, status, challenges, and needs of Special Needs Ministry to church leadership.
- Define, communicate, and abide by guidelines, procedures, and policies to maximize the safety and security of all participants in Special Needs Ministry.
- Adhere to and uphold all governance and operational policies of the church.
- Participate in general pastoral duties and perform other duties as assigned.

## **REQUIREMENTS**

- A bachelor's degree from an accredited college or university is preferred. A graduate degree from an accredited evangelical seminary, or other relevant, professional training in education or Christian ministry or Special Needs education is ideal.
- At least three years of ministry experience.
- A strong desire to teach and mentor people in Christian truth and practice.
- A growing Christian faith and character.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A commitment to the mission and direction of the church.
- A strong sense of calling toward pastoral ministry.
- A lifestyle congruent with the biblical requirements for leaders. (Note 1 Timothy 3:1-13, 2 Timothy 2, and Titus 1:5-9.)
- A commitment to relevant continuing education, including emphases in theology, practice, and culture.
- Excellent written and verbal communication skills.
- Ability to pass a comprehensive background check.