

# Hope Community Church Role Description

*We are a family that loves God, follows Jesus & shares hope.*

## Job Title: Special Needs Min Coord

**Supervisor: Campus Pastor**

**Ministry Director: Family Ministry Director**

### Direct Reports:

**Role Summary:** As the Special Needs Ministry Coordinator, you will contribute to the leadership of a vibrant ministry that creates safe, fun, and spiritually enriching environments for individuals impacted by special needs and their families. You will recruit and provide leadership to a dynamic team of leaders in creating an accepting and inclusive environment where individuals impacted by special needs learn to love God and follow Jesus. Your leadership will nurture a community where faith and family thrive.

### Foundational Responsibilities:

- Connect people to the family of God, helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by ensuring they are cared for, supported, and encouraged.

### Role Specific Duties:

- **Connect**
  - Live out your faith authentically and create spaces where personal relationships form quickly, and spiritual growth thrives.
  - Engage with the community personally, fostering connections and building relationships.
  - In support of Hope's mission and vision, collaborate with the campus family ministry team to support the needs of individuals impacted by special needs across all family ministry environments.
  - Ensure that families and teams are regularly communicated with in a way that keeps them connected to the family of God and helps them grow toward maturity in Christ.
  - Collaborate with ministry teams, to ensure that the needs of vulnerable families are considered during planning processes.
- **Equip:**
  - Identify and enlist leaders, providing them with tools and opportunities to take ownership of the ministry and to grow toward maturity in Christ.
  - Build teams with increasing levels of responsibility, where leaders are empowered to recruit members, help them develop their gifts and strengths, and engage in personal discipleship.
  - Look for opportunities for team members to expand their gifting and experience. Examples may include facilitating baptism meetings and milestone celebrations.
  - Provide training and resources that empower leaders to shepherd children, parents, and other team members effectively.
- **Shepherd:**
  - Build a culture of encouragement and discipleship within the team to ensure every member and family feels known, cared for, and supported.
  - Connect with and provide support to families impacted by special needs during times of celebration and hardship.
  - Maintain a system of care for leaders, including words of affirmation, gifts, and acts of service.
  - Model and encourage sabbath, prayer, and spiritual growth among team members and families.

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## **Collaborative Responsibilities:**

- Work closely with the campus team and team leaders to build relationships with families and support their spiritual growth.
- Meet regularly with your campus family ministry team, ministry counterparts at other campuses, and the larger family ministry team for development, process improvement, and team building.
- Share ownership with other campus staff for new team onboarding, and training processes.
- Partner with other community leaders to help families thrive.

## **Core Competencies:**

- Relational and genuine interactions with parents, team members, and children.
- Strong organizational, administrative, and communication skills.
- Talent for connecting gifts with opportunities and appreciating team members.
- Ability to prioritize people over process—being present in the moment, attuned to situational needs, and willing to flex to ensure people feel seen and cared for.
- Be self-motivated and able to work independently, while also being able to function cooperatively as a member of a team.
- Competence in creating and documenting processes for smooth ministry operations.
- Ability to model and teach spiritual disciplines.
- Working proficiency in Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)

## **Qualifications and Requirements:**

- A strong personal faith and dedication to the church's identity.
- Experience working with families impacted by special needs.
- Proven leadership and team-building abilities.
- Ability to collaborate with a team and engage with parents and the broader church community.
- Four-year degree or equivalent work experience preferred.

## **Expectations:**

- Regular attendance, engagement, and support of the weekend gathering.
- Commitment to growing spiritually and intentional effort to disciple others.
- Model missional living and actively engage others to build missional community.

## **Work Environment:**

- Flexible schedule, including evenings and weekends.
- Active participation in all-staff, campus, and ministry team meetings.
- Regular interaction with team members, families, and church staff.
- Abide by and support HR policies and abide by all budget allocations.
- Affirm and support the statement of faith of Hope Community Church.
- Able to lift 30 pounds.
- Other duties as assigned.

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Employee Signature

Date

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Supervisor Signature

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Date