

Job Description

Position Title **Part-time Director of SHINE Special Needs Ministry**
Grace Chapel, Multi-Campus – 20-24 hours per week

Purpose of Position The purpose of this position is to support, grow, and enhance our ministry to children and students with special needs at Grace Chapel.

The Director will provide leadership and oversight to the volunteers who staff our Sunday morning SHINE Ministry. Working within the vision and mission of Grace Chapel’s Next Gen Ministry, the Director shall be responsible for ensuring the health and safety of the children and students; the continued development, training, support, and supervision of the volunteer staff; and the implementation of curriculum for a special needs ministry.

Qualifications The ideal candidate will be experienced in Child Development and Special Needs as either a long-term volunteer or paid staff member with these additional qualifications:

- Minimum bachelors’ degree in a related field
 - Team building leadership style
 - Strong Biblical knowledge
 - Proven success at inviting and training volunteers
 - Ability to organize and work independently
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Key Working Relationships The Director reports directly to the Pastor for Next Gen Ministry and is based mainly on the Lexington Campus, but will collaborate with and resource Next Gen staff for all campuses. In addition, the Director is a staff support liaison to the SHINE Ministry Leadership Team who coordinates ministry to/with our families with special needs children.

General Responsibilities The schedule supports SHINE children/students on Sunday morning, midweek preparation and attendance at team meetings.

- Conducting intake meetings with each SHINE family
 - Interviewing, training, supporting, and resourcing volunteers
 - Editing and implementing curriculum for those who are mainstreamed into Sunday morning program
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**Specific
Responsibilities**

Communicate the vision, mission and values of SHINE Ministry

- Ensure programmatic consistency in volunteer training
- Empower leaders and volunteers and engage parents

Create exciting learning environments

- Implement curriculum and prepare activities to complement lessons
- Identify, invite, and train volunteers
- Ensure the health and safety of SHINE children and students.
- Ensure smooth transitions to middle and high school programming
- Assist with VBS responsibilities for SHINE children.
- Explore service opportunities for middle and high school students

Develop mentors and buddies for SHINE children and students

- Support and encourage current volunteer staff
- Identify experienced ministry leaders and cast vision and goals
- Equip leaders and provide ongoing enrichment

Support the ministry team for SHINE

- Serve as the staff liaison for SHINE Ministry Leadership Team
- Advocate for ministry with special needs children/students
- Be a pastoral presence and resource for families

**Submission
Process**

If after prayerful consideration you would like to be considered for this part-time position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following items in electronic format only to resumes@grace.org (no phone calls please):

- A current resume
- A cover letter briefly describing your faith background and the reason for your interest in this position

You will receive an email confirming our receipt of your submission.
