

Volunteer Job Descriptions



Title	Special Needs Ministry Coordinator
Church/Ministry Mission	<p>Church: Inspired by the love of Christ, and enabled by the Holy Spirit, we serve God through worship, education and fellowship that we may proclaim His grace and share His love in the world.</p> <p>Special Needs Ministry: To glorify God by making disciples of our special needs friends and their families through love, service and worship.</p>
Purpose	To facilitate the structure, volunteers, and training for the Special Needs Ministry in order to include students with special needs to their full potential in existing ministries of the church; to supplement those ministries with discipleship, fellowship, and care so the entire family can fully grow, fellowship, and serve.
Time Commitment	20 hours a week including Sunday mornings and Wednesday nights. Sunday – 9:45-10:55 AM and 11:20-12:00 AM, Wednesday – 6:30-7:15 PM
Place of Service	Church, especially Children’s Ministry
Character and Skills Needed	<ul style="list-style-type: none"> • Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control • Administrative skills – scheduling, record-keeping, organizing • Discernment – pairing volunteers and families, caring for families • Ability to work across ministries – plug families into the existing ministries of the church, and plug volunteers into families’ lives
Responsibilities	<ul style="list-style-type: none"> • Lead a team of special needs ministry volunteers; recruit and screen appropriate volunteers • Interview and steer families to appropriate ministries • Schedule volunteers and special needs ministry events including regular Sunday services and respite events • Represent special needs families in church-wide planning • Maintain sensory room and equipment • Provide ongoing training to volunteers • In conjunction with parents and caregivers, manage and oversee implementation of behavior and medical management plans for students with special needs enrolled in ministry
Training Provided	<ul style="list-style-type: none"> • Joni and Friends Networking Group for Special Needs Ministry Leaders • Yearly conference on Special Needs Ministry • Inclusion in church staff training and enrichment
Reports To	Family Ministry Pastor / Sr. Pastor
Works With	Pastoral Staff, Families, Special Needs Volunteers, other volunteers as needed
Notes	Responsibilities will be accomplished with the help of your volunteer team.

Title	Buddy
Church/Ministry Mission	<p>Church: Inspired by the love of Christ, and enabled by the Holy Spirit, we serve God through worship, education and fellowship that we may proclaim His grace and share His love in the world.</p> <p>Special Needs Ministry: To glorify God by making disciples of our special needs friends and their families through love, service and worship.</p>
Purpose	To partner with one assigned student so that they might grow in Christ and in fellowship with others through the existing ministries of the church.
Time Commitment	Twice a month for one school year; once a month for the following summer; Sunday mornings: Sunday School 9:45-10:55 and Children's Church 11:20-12:00 Wednesday: Evening Activities 6:30-7:15
Place of Service	Children's Ministry, Youth Ministry, etc.
Character Needed	<ul style="list-style-type: none"> • Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-control • Creativity • Flexibility
Responsibilities	<ul style="list-style-type: none"> • Meet family and process your student for check-in / check-out • Help student participate to their full potential in all regular ministry activities, especially as they relate to discipleship and fellowship • Supplement teaching times with personal discipleship when group participation is not possible or helpful • Provide positive behavior management for your assigned student • Provide safety at all times and follow all church ministry guidelines at all times • Maintain positive relationship with family
Training Provided	<ul style="list-style-type: none"> • Buddy Orientation specific to your assigned student • Ongoing updates on student needs and information • Special needs awareness and etiquette training; appropriate first responder training • Regular debriefing and training with Special Needs and Children's /Youth Ministry teams
Reports To	Special Needs Ministry Coordinator
Works With	Student's family, children and youth ministry leaders and volunteers, student's other buddy, Special Needs Ministry Coordinator
Notes	<ul style="list-style-type: none"> • A background check is required for any volunteer position. • Various buddies require various levels of care to be included. • Only buddies who are comfortable and qualified will be allowed to toilet/change their buddy. • Only qualified medical personnel will be assigned to medically fragile students.