



## Job Profile

**JOB TITLE: SPECIAL NEEDS MINISTRY ASSISTANT**

**REPORTS TO: LEAD PASTORAL LEADER OF SPECIAL NEEDS AND SENIOR ADULT MINISTRIES**

**MINISTRY PURPOSE:** *Love God, Love Others* by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position is to assist the Special Needs Ministry Team in the planning and implementation of the activities of the GIFT Ministry (the Special Needs Ministry of Stonebriar Community Church).

### **MINISTRY RESPONSIBILITIES:**

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Provide on-site coverage on Sunday mornings from 10 a.m. to 12:30 p.m., working alongside the GIFT Ministry team to set up for and oversee Sunday morning activities.
- Work alongside GIFT Ministry volunteers to ensure the policies and procedures documented in the GIFT Ministry Handbook are being followed.
- Serve as a liaison for the GIFT Ministry with GIFT volunteers, GIFT families, SCC staff, and all visitors, being prepared to help share the vision, goals, and direction of the GIFT Ministry when needed.
- Support the Special Needs Ministry staff by being available during ministry-wide events as needed. (GIFT Life, Special Needs Fall Dinner, Special Needs Fall Festival, Special Needs Christmas Dinner, Feed My Starving Children, Special Needs Spring Dinner, and Special Needs Night at Hawaiian Falls).
- Serve as an advocate both within the church and outside the church for those with special needs and their families.

### **MINISTRY QUALIFICATIONS:**

#### Character

- Maintains a personal relationship and growing intimacy with Jesus Christ.
- Has a servant's heart with integrity and honesty.
- Possesses a teachable and open attitude.

- Functions well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

#### Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, glory to our God.
- Work with others in accordance with this statement: *We want more for each other than from each other.*
- Be in full agreement with and committed to the Statement of Faith of SCC.

#### Competency

- Is a hard worker with initiative.
- Relates well to the public.
- Has a heart for children and adults with special needs and their families.
- Has solid communication skills.

#### **JOB STATUS:**

- Part Time—5 hours per week
- Non-Exempt