



## Job Profile

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**Job Title:** Ministry Leader—Special Needs (GIFT Ministry)

**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.

**Ministry Responsibilities:**

Including but not limited to the following:

**GIFT Life (SCC's life-skills program for adults with special needs)**

- Restart program to serve 12–15 students during one half-day class.
- Create and execute a growth plan toward offering multiple classes in order to serve many students from Frisco and nearby communities.
- Manage program:
  - Recruit, train, schedule, empower, and support ministry partners (volunteers) and any staff members hired as the program expands.
  - Work with the GIFT Life team to plan activities and events around the values that God has designed for each of us to worship, learn, and serve.
  - Manage registrations through Ministry Platform and communicate thoroughly with all persons involved.
  - Manage space reservations and work orders through eSPACE.

**Sundays, Events, and Activities**

- Manage GIFT classrooms and monitor inclusion students on Sunday mornings per rotation schedule.
- Help the GIFT team as they plan and supervise annual events.
- Recognize opportunities for GIFT families to participate in churchwide and other ministries' activities.
- Continually look for new ministry partners and direct them toward the GIFT team to pursue.

**Communication and Care**

- Serve as an advocate both within the church and outside the church for those with special needs and their families.
- Be available by cell phone/email outside of regular office hours for more urgent issues (phone stipend provided).
- Attend weekly GIFT team meetings and share updates, opportunities to research, and issues to be resolved that improve our service to our GIFT families and strengthen our GIFT team.
- Answer basic questions about the church's faith and connect those needing help with a pastor or ministry leader; follow up as needed.

- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.
- Provide care and concern for GIFT students, families, ministry partners, and Stonebriar staff, providing appropriate resources and/or praying with someone if requested.

### **Ministry Qualifications:**

#### **A. Characteristics**

- 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.

#### **B. 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.

#### **C. Competency**

- Has experience related to planning, developing, and expanding programs, preferably within the special needs community.
- Has a heart for children and adults with disabilities and their families.
- Relates well to the public.
- Is a hard worker who works diligently with a positive attitude, initiative, and resourcefulness.
- Demonstrates solid communication skills both in person and through written/electronic mediums.
- Holds a bachelor's degree in a related field.
- Uses Microsoft 365 office competently and can learn new software programs.

### **Job Status:**

Full Time: 37.5 hours per week

Full Benefits

Non-Exempt