CHRISTUNITED
Methodist Church

Job Description

SPECIAL NEEDS COORDINATOR

Children's Team - *Part-Time*

OVERVIEW:

The Special Needs Coordinator supports the church's mission of Loving God, Serving Others, and Transforming Lives by building and equipping a volunteer team to serve and advocate for families impacted by special needs. This role ensures inclusion and fosters an environment where all individuals are valued as indispensable members of the body of Christ.

DIRECTOR RESPONSIBILITIES:

- Recruit, equip, and support ministry team members to foster a joyful, connected serving experience.
- Respond promptly to communication from church staff and volunteers.
- Maintain accurate records in accordance with church guidelines.
- Share ministry successes and areas for improvement with your leader.
- Meet regularly with your ministry leader for support, development, and encouragement.
- Plan and teach Sunday morning Sunday School lessons.

GENERAL RESPONSIBILITIES:

- Recruit, train, and equip volunteers to support families with children and students with special needs.
- Build and support a team of "buddies" to help all children/students participate fully in age-specific ministries and events.
- Educate ministry volunteers on valuing, including, and caring for children with special needs.
- Partner with ministry leaders to identify and serve individuals with special needs.
- Create and maintain a supportive classroom environment for children who benefit from a separate space.
- Be present on weekends to support buddies, welcome families, and help new families get connected.
- Build a volunteer team to serve families at respite events.
- Complete required Safe Church training.

RELATIONSHIPS:

- Supported by the Children's Ministry Team through mentoring, clear communication, and help with team-building and systems improvement.
- Provides leadership to the special needs volunteer teams.

TIME COMMITMENT:

- 2–5 hours per week, including Sunday morning Sunday School.
- Additional time expected initially for recruiting, training, and system development.
- Monthly meeting with the Children's Ministry Team.

PREFERRED SKILLS & GIFTS:

Administration, discernment, helper, mercy, leadership, special education training, a love for children, and a passion for serving those with special needs.

CONTACT*:* For a no-strings-attached conversation about this ministry, contact:
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Written/Revised 5/2025