

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Associate Director of Special Needs Ministry	Date: July 2025
Department: Next Generation	Prepared By: JCM, JRS
Regular - Part time: 20 - 25 hours per week	Non-Exempt

SUMMARY:

To provide leadership, growth, and excellence to the First Church Special Needs Ministry. The Associate Pastor of Next Generation Ministry will work directly with the Associate Director of Special Needs Ministry, in collaboration with the Next Generation Team, to assist in successfully developing and maintaining a high quality, safe, creative, and life-changing ministry for those with special needs and their families. The Associate Director will provide oversight and care to the volunteers, families, and individuals in the Special Needs Ministry.

ESSENTIAL FUNCTIONS:

- 40% Spiritual Development** – Develop, implement, and supervise all educational and faith programs within Special Needs Ministry: Sunday morning and Wednesday Night programs.
- 25% Program Development** – Develop Special Needs programs, policies, and procedures.
- 20% Relationships with Families** – Correspond and connect with parents and children. Coach parents on the spiritual development of children. Provide programs that support parents and their children.
- 5% Safety** – Attend to the cleanliness and safety of the classrooms. Review plans in place for fire, tornado, and active shooter scenarios. Ensure all staff and volunteers are background checked and trained.
- 5% Leadership and Administrative Duties** – Attend meetings, leadership retreat, and oversee follow-up projects. Prepare and oversee implementation of annual operating budget.
- 5% Professional development**

ACCOUNTABILITIES:

- Coordinate areas of the Special Needs Ministry for Wednesday night and Sunday
- Morning programs for individuals with special needs.
- Recruit, develop, and lead volunteers for the Special Needs Ministry by using recruitment strategies, evaluation techniques, in-depth and continuous training.
- Execute these approaches with effective communication.
- Create and maintain the weekly schedule for families, in collaboration with the Next Gen Ministry Assistant as needed, to ensure staff/volunteers are on-hand and available.
- Procure or create curriculum for the Special Needs Ministry programs and be responsible for its implementation.
- Minister to and support family members of the children and youth, including parents, siblings, and caretakers through consistent emails, phone calls, and/or personal meetings.
- Ensure set-up and proper equipment is ready for Wednesday night and Sunday Morning programs.
- Correspondence and behavioral support for the Next Gen Team and participants as needed.
- Development of procedures and policies for the Special Needs Ministry.
- Attend regularly scheduled staff, Children's Ministry Team, and Next Generation Team meetings as well as other necessary or required meetings.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal Reporting: Reports to the Associate Pastor of Next Generation Ministries and works collaboratively with the Directors of Children and Youth ministries. Attend staff meetings, Session Committees and /or Subcommittees on a regular basis or as required.
- External Interface: Has responsibility for interface with parents, volunteers, and other outside groups or organizations related to youth school age programs.

QUALIFICATION STANDARDS:

- An active, growing relationship with Jesus Christ. Knowledge of Bible, the Reformed tradition, and an ability to relate the Gospel of Jesus Christ to children and their parents/families
- Must demonstrate the ability to effectively recruit, organize, train and manage a team of volunteers/paid staff, as well as managing and balancing a budget.
- Bachelor's degree or equivalent professional experience.
- Minimum 2 years of experience working with families of special needs children.
- Native English speaker (or) the capacity to successfully pass the TOEFL Exam with instructional proficiency.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date