



Contact: Michele Moir
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POSITION TITLE: Director of Disabilities Ministry (Full-time)

REPORTS TO: Director of Family Ministry and Discipleship

PURPOSE OF POSITION:

- 1) To oversee and lead a dynamic, gospel-centered ministry to families experiencing disabilities both at Jacksonville Presbyterian Church (JPC) and in the community
- 2) To shepherd and disciple church members with disabilities in order that they might be equipped to share their gifts with the church, using them for the edification of the entire body
- 3) To facilitate Camp Levi, JPC's annual camp for families affected by disabilities
- 4) To support the ministry vision of JPC

PRIMARY RESPONSIBILITIES:

- 1) Ministry to Families Affected by Disabilities:
 - Oversee the Buddy Ministry (i.e., recruit, train, and schedule buddies for children, youth, and adults)
 - Oversee and schedule volunteers for the Disability Ministry Sunday morning classes (i.e., Room4U and Friendship Class)
 - Oversee the Quiet Room caregivers
 - Contact individuals and families affected by disability to determine what supports are desired/needed for successful church inclusion
 - Oversee and schedule all DM focused support groups (i.e., mom's C.A.R.E., Dads' group, Friendship Group)
 - Schedule, plan, and execute various outreach events to the disability community
 - Ensure JPC's child safety policies are followed during all disabilities ministry events
- 2) Shepherding and Discipling:
 - Consult with/ train various church groups regarding disabilities, as needed or requested
 - Reach out to individuals and families affected by disability in the church and in the community
- 3) Camp Levi:
 - Direct and oversee all aspects of Camp Levi (for more information, see Camp Levi Director's Manual available from Rachel Olstad)

MINIMUM QUALIFICATIONS:

- 1) Mature, committed Christian with godly character
- 2) Willing to become a member of JPC
- 3) Strong leadership abilities
- 4) Good communication and interpersonal skills
- 5) Experience with disabilities and/or experience working with members of the disability community
- 6) A genuine love for persons with disabilities and a genuine desire to walk with them, shepherd/disciple them, and lead them closer to Christ

HOURS AND REMUNERATION:

This is a full-time, exempt position, with full benefits. This position may require occasional work outside of traditional work hours.

Signature of Employee

Date

Signature of Director of Family Ministry and Discipleship

Date