FIRST BAPTIST SPARTANBURG
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Job Description

Special Needs Director
Department: Family Ministry
Reports to: Lead Director of Family Ministries
Job Status: Part-Time
FLSA Status: Non-Exempt

Summary

The Director of the Special Needs Ministry provides leadership and care for children, teens and adults with special needs and their families within the church. This role equips and empowers volunteers to create safe, engaging, and Christ-centered environments where every child is welcomed, known, and Discipled according to their unique abilities. The Director partners with the Lead Directors of multiple ministries to ensure that all programs and events are accessible and inclusive.

Primary Job Responsibilities may include but are not limited to the following:

- Attend team meetings and staff meetings.
- Meet regularly with the Lead Director of Family Ministry for clarity on ministry alignment and support, feedback and responsibility.
- Develop and oversee a comprehensive, accessible ministry for children, teens and adults
- Partner with directors across groups, preschool, elementary and youth to integrate accessibility and support in Sunday and Wednesday programming.
- Build relationships with families of children with special needs, providing encouragement, resources, and pastoral care.
- Serve as an advocate for accessibility and inclusion across church ministries. Manage calendars, schedule meetings, and prepare materials.
- Recruit, equip, schedule, and shepherd volunteers serving in the special needs ministry.
- Provide training, resources, and ongoing support to help volunteers serve children with varying needs.
- Cultivate a team culture marked by encouragement, excellence, and care.
- Develop individualized support plans and accommodation for children, teens and adults as needed.
- Oversee classroom support (buddies, sensory rooms, modified environments) to ensure every child can participate.
- Oversee events and programs that partner with our church to embrace the special needs community such as “Night to Shine”
- Process expense reports, purchase orders, and track budget spending as directed.
- Executes assigned workflows that help new volunteers, families and kids take next steps in FBS

- Partner with the Family Ministries Administrative Assistant on scheduling, project timelines, and event logistics.
- Stay informed on best practices and resources in special needs ministry, bringing fresh ideas to the team.

Other Responsibilities may include but are not limited to the following:

- Coordinate with other church departments (facilities, communications, worship, etc.) to ensure smooth execution of projects.
- Participates in training and implementation of new Administrative Assistant practices as it relates to new programming and churchwide alignment
- Assist in planning and executing seasonal events (e.g., VBS, volunteer appreciation, holiday programming).

Professional Qualifications

- Minimum of a bachelor's degree and 3 to 5 years of educational and special needs experience

Personal Qualifications

- Maintain a growing personal relationship with Jesus Christ.
- Be committed to personal devotion through scripture and prayer.
- Lead your family spiritually OR be willingly led by your husband, spiritually
- Faithfully support the ministry of First Baptist Church by tithing and displaying biblical stewardship of personal resources.
- Have a heart for shepherding and spiritually guiding others.
- Be an active member of FBS and an active member of an FBS group; connecting with the body of Christ regularly
- Be faithfully committed to the vision, mission, and values of First Baptist Church Spartanburg.