



THE COMPASS CHURCH

Job Description

Position: Disability Ministry Coordinator, Naperville Campus

Reports to: Pastor of CompassKids

Schedule: Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year).
Schedule includes weekend ministry responsibilities and occasional special events.

Employment

Classification: Coordinator/Manager (C)

Job Summary

The Disability Ministry Coordinator advances our mission of *Helping People Find & Follow God* by leading and developing the Disability Ministry at the Naperville Campus. This role provides vision, leadership, and oversight for ministry environments, including our Sensory Rooms, that help children with disabilities and their families grow in their faith and become fully engaged in the life of the church.

The Coordinator recruits, trains, equips, schedules and supports a team of volunteers while partnering closely with families to understand each child's unique strengths and needs. By working collaboratively with parents and caregivers, the Coordinator helps ensure every child can successfully participate in safe, welcoming and meaningful ministry experiences.

Working closely with the Pastor of CompassKids, the Coordinator ensures that the Disability Ministry reflects the mission, vision and values of CompassKids and The Compass Church through excellent care, intentional discipleship and effective ministry leadership.

While the primary focus of this role is serving children and families through the CompassKids Disability Ministry, the Coordinator also serves as a disability ministry resource for the Naperville Campus. As opportunities and needs arise, this may include providing consultation, support and training, or other assistance to ministries serving individuals with disabilities, including adults.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Volunteer Leadership & Development

- Recruit, schedule, train and support volunteers serving in the Disability Ministry environments.
- Build a healthy volunteer culture by equipping team members to effectively minister to children, families and individuals with disabilities.
- Develop volunteer leaders who can oversee Disability Ministry operations in the Coordinator's absence.
- Provide coaching, encouragement and feedback to volunteers to support continued growth and effectiveness.
- Respond to tangible and spiritual needs of the volunteers who serve on the Disability Ministry team.
- Communicate regularly with volunteers regarding schedules, lessons, updates and ministry needs.

Ministry & Family Support

- Partner with parents and families to understand children's individual strengths, needs and support requirements and help them successfully acclimate to ministry environments that support individuals with disabilities.
- Maintain appropriate classroom volunteer-to-child ratios based on the individual needs of children attending the Disability Ministry environments.
- Create a welcoming and inclusive environment where children and families feel valued, supported and cared for.
- Address safety concerns and communicate appropriately with families, volunteers and staff.
- As needed, provide support and resources to other ministries serving individuals with disabilities, including adults.

Programming & Ministry Operations

- Coordinate Disability Ministry programming, activities and curriculum that support teaching children about God, Jesus and the Bible. This may include helping modify curriculum and providing support for students participating in CompassKids and Student Ministry classrooms on the weekend and potentially supporting the Midweek Awana program.
- Identify, order and maintain necessary supplies, materials, crafts, activities and volunteer resources.
- Partner with the Pastor of CompassKids on ministry programming, safety practices, special events and overall Disability Ministry operations.
- Contribute to CompassKids outreach opportunities and special events, such as Live Nativity, Family Movie Nights and other Campus initiatives.
- Foster a sense of belonging where individuals with disabilities can develop meaningful, lifelong relationships with peers and adults at The Compass Church. This may include developing experiences that foster relationships among individuals with disabilities, their families and the broader church community.
- As opportunities arise, lead volunteer teams and support ministry opportunities such as a monthly Buddy Break respite care night and/or an annual Night-to-Shine prom event for teens.
- As needed, assist in welcoming children with disabilities into the Midweek Awana program by recruiting buddies and recommending modified activities and schedules.
- As opportunities arise, collaborate with other Naperville Campus ministries to identify ways individuals with disabilities can participate more fully in worship, discipleship, fellowship and other church activities.

Collaboration & Administration

- Work collaboratively with CompassKids staff, Campus staff, volunteers, families and other ministry leaders to support effective ministry outcomes.
- Serve as a resource to ministry leaders and volunteers regarding appropriate support and inclusion of individuals with disabilities.
- Participate in Campus/ministry staff meetings as available.
- Attend monthly All-Staff meetings as available.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Passion for and experience working with individuals with disabilities.
- Strong organizational skills with excellent attention to detail and follow-through.
- Ability to recruit, equip, encourage and develop volunteers.
- Strong interpersonal and communication skills with the ability to build relationships with children, families, individuals with disabilities, volunteers and staff.
- Ability to provide positive and constructive feedback while coaching and developing others.
- Ability to prioritize multiple responsibilities and manage ministry details effectively.
- Demonstrated ability to create welcoming and inclusive environments for individuals with varying needs and abilities.
- Ability to work collaboratively as part of a ministry team.
- Self-motivated with a positive, flexible and solution-oriented approach.
- Basic proficiency with Microsoft Office applications.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Attend monthly All-Staff meetings.
- Become a member of The Compass Church within 12 months of employment.

Physical Requirements

- Prolonged periods of standing, walking and interacting with individuals of varying ages and abilities.
- Ability to move throughout church facilities, ministry environments and classroom settings as needed.
- Frequent use of standard office and ministry equipment.
- Ability to lift and carry supplies, equipment and materials weighing up to 25 pounds.