



Job Title: Director, Can-Do Ministry	Created on: 9/1/2014
Reports To: Children's Director	Last Updated: 3/12/19

General Description

The Director of the Can-Do Ministry is responsible for planning, organizing, and growing the ministry areas that reach out to families in our church and surrounding community who have family members with special needs.

Essential Job Functions

- Manage and oversee the Sunday morning services for the Can Do Ministry including but not limited to lesson preparation, scheduling volunteers, coordinating participant needs, and other items as they arise.
- Manage and oversee the Sunday morning Can Do Adult group. This may include organizing volunteer opportunities or creating a classroom environment with lesson preparation, scheduling teachers, and coordinating with parents of our adults with special needs.
- Meet and work with parents of our Can Do students to create a specific program for each child's needs and abilities.
- Plan quarterly Grace Night events for children and adults with special needs and their siblings.
- Recruit, schedule, and train volunteers for the ministry.
- Train volunteers in other areas of GC Kids Ministries on special needs and sensitivity training.
- Train children and teens in our ministries on how to be sensitive to those with special needs.
- Engage with visitors at Grace Chapel who are a special needs family.
- Manage the ministry budget.
- Consult with Grace Chapel's Children or Youth ministries to observe and evaluate any new or ongoing behavior issues and or potential special needs that may be present.
- Coordinate buddies for Wednesday nights and any special events.
- Plan annual volunteer appreciation events.
- Maintain social media (Facebook & Instagram) for Can Do Ministry.
- Other duties and responsibilities as assigned by the Children's Director.

Education and Experience

- This position requires a person who loves Jesus and has a passionate heart for His children.
- Education and experience working with children and/or adults with special needs is required.
- Previous experience as a teacher or work in the children's ministry field is preferred.
- Experience as a volunteer in one of Grace Chapel's Children's Ministry departments is preferred.