

Christ Church Leadership Position Covenant

Inclusive Ministry Leader

Position: Part-time, 20-25 hours per week.

Reports to: Associate Pastor

Supervision: Volunteers

Job Summary: The position has primary responsibility for maintaining, implementing, evaluating and expanding an all-inclusive ministry for developmentally disabled individuals of all ages, their families and friends.

Qualifications: To be successful in this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Has a personal relationship with Jesus Christ and a passion to engage with and share God's love with individuals with developmental disabilities.
- Possesses the ability to recruit, develop, and lead people and ministry teams.
- Demonstrates leadership strengths with the ability to think strategically, cast vision and build teams.
- Prefer a minimum of 2 years of experience working with individuals with developmental disabilities in some capacity.
- Possesses strong communication and interpersonal skills.
- Is comfortable working with Microsoft Office (Word, Publisher, Excel, and PowerPoint).

Essential Duties and Responsibilities: These are the general areas of focus needed to perform this job successfully. The percentage of time focused on specific categories is a guideline.

- **25%**--Support adults with disabilities on Sunday mornings by developing messages adapted from Sunday's sermon and appropriate opportunities for engagement. Recruit and direct program volunteers to ensure the safety and full participation of all involved.
- **25%**—Collaborate with the leader for Creative Faith, an arts and craft-based bible study opportunity on Wednesday evenings, to provide hands-on adaptations and behavioral management, ensuring the safety and full participation of all involved. Recruit and supervise volunteers as needed.
- **25%**—Connects personally with families and students within the Inclusive Ministry.
- **15%**—Recruits, develops, trains, and leads a team of volunteers and ministry leaders to serve families and individuals with developmental disabilities. Develop an on-going strategic plan in concert with other stakeholders for the development of Inclusive Ministry.
- **10%**—Participates and actively engages in specified leadership meetings.

Leadership Competencies: These are the characteristics that should be used and exhibited to successfully lead in this position.

- **Building Effective Teams**—Blends people into teams when needed and shares wins and successes.
- **Effective Communicator**—Clearly and succinctly uses a variety of communication styles to make sure the message is delivered, received and understood.
- **Developing Others**—Constructs compelling plans to develop and use people's spiritual gifts.
- **Managing Vision and Purpose**—Communicates compelling vision that inspires and motivates people to support it and carry it out.
- **Conflict Management**—Responds to conflict as Christ did and seeks to find common ground, resulting in cooperation.
- **Stewardship of the Ministry**—Invested in the growth of Inclusive Ministry at Christ Church.

Future Possibilities: Christ Church envisions expanding and building our Inclusive Ministry in the future. As such, there is the possibility that this position could evolve into a full-time job. The following are ideas for how the ministry might develop going forward under a full-time leader.

- Create ongoing ministry opportunities, such as a monthly respite program for individuals with developmental disabilities and their families, develop family support groups, and provide additional learning opportunities.
- Networking and collaborating with community leaders to identify and provide appropriate opportunities for families and students.
- Working with the Fairfax County Community Services Board staff and partnering with other service providers to develop a group supported employment program at Christ Church for adults with developmental disabilities.