



Approved: June 16, 2017	WSFC Employment Category: Regular, Part-Time – 25 hours/week
IRS Worker Classification: Employee	WSFC Staff Category: Ministerial Staff
FLSA Classification: Exempt	WSFC Hiring Approval Level: Elder Board
WSFC Ministerial Licensure: Eligible	

SUMMARY

The Disabilities Ministry Director serves the body of West Shore Free Church by creating and implementing an effective ministry to adults with disabilities and their families and caretakers. This position provides oversight for the Sunday morning disabilities ministry (the A-Team), sign language interpretation and other disability ministry events.

QUALIFICATIONS

Ministry Specific

- Passion for ministry to the disabled and their families and caretakers, with a vision for their integration into the life of the church
- Successful leadership experience in a disabilities or similar ministry is preferred
- Formal education and/or training in the disabilities or a similar field preferred
- Demonstrated administrative, relational and organizational skills to successfully develop, implement, coordinate and evaluate ministry programs and activities
- Embody flexibility, patience, grace, calm under pressure and wisdom
- A clear call to and love for the local church with a willingness to be “all in” with the mission and values of the church
- Excellent “people” skills with the ability to engage all types of personalities with sensitivity and discernment
- Ability to envision, organize and administer a multi-faceted ministry incorporating many volunteer leaders and participants and to coach others to do the same
- Excellent communication skills— the ability to write and teach well
- Theological training and wisdom
- A team builder with the ability to collaborate across ministry lines

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC’s Statement of Faith, Constitution & Bylaws and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

Ministry Specific (80-90%)

- Oversee the disabilities ministry and serve as a servant leader/shepherd to the participants and volunteers.



POSITION DESCRIPTION DISABILITIES MINISTRY DIRECTOR

- Develop disabilities ministry leadership team to help direct and dream about the broader efforts of the church to share the good news of Jesus with persons who are disabled.
- Seek opportunities to engage people in the church with all types of disabilities to take part in the regular life of the church family, while providing them with loving assistance where needed.
- Lead the effort to do all that we can as a church family to make our building accessible and our attitudes welcoming to anyone with physical limitations.
- Develop and lead a Sunday morning disabilities program with appropriate curriculum and components for various abilities and sufficient variety in format to create interest and enthusiasm.
- Maintain an effective, fulfilled volunteer staff through regular recruitment, training and development and personal encouragement and support.
- Develop regular means of connecting with the participants through the week and arranging activities that promote community and service, locally and globally, as feasible.
- Lead participants and ministry volunteers through addressing inappropriate behavior issues and life stressors and determining a plan of action in collaboration with the agency/group home of an individual and/or family member(s) as appropriate.
- Participate in at least one opportunity each year for continuing personal growth and ministry development.
- Maintain communication and relationships with group home staff who support participants and seek to develop relationships with staff at additional groups homes as time allows.
- Coordinate deaf interpretation for worship services and other needs as they arise.

Team (10-20%)

- Partner with the other members of the Ministerial Staff, the Senior Pastor and the Elders to seek and pursue God's direction for our church.
- Participate in the church-wide mission to Follow Jesus and Make Him Known in personal life and ministry.
- Supervise and develop staff members reporting under this role.
- Other duties as may be assigned, including duties listed in "[General Expectations for Ministerial Staff](#)"

REPORTING RELATIONSHIPS

This role serves under the general authority of the WSEFC Elder Board and the leadership of the Senior Pastor, while reporting directly to the Community Engagement Director. This leader will also work in collaborative partnership with other staff who support disabilities ministries in our body.

WORKING ENVIRONMENT

Work will be primarily accomplished on-site and may require occasional travel. Workdays and work hours will vary to meet ministry needs and may include evening or weekend events.



GENERAL EXPECTATIONS FOR MINISTERIAL STAFF

This document outlines expectations that are specific to Ministerial roles.

WSFC Ministerial roles (and the people hired into them) must be affirmed by the WSFC Board of Elders who bestow ministerial licensing to individual employees according to the WSFC Constitution and By-Laws. This licensing also meets the criteria for special ministerial tax provisions as defined by the IRS. In addition, there are some distinctions between the terms of Minister and Pastor at WSFC. All Pastors are Ministers, but not all Ministers are Pastors. WSFC reserves the title Pastor for elder-qualified men considering the connection in Scripture between the role of Pastor and Elder, as well as the common understanding of the pastoral role in our modern context. This is explained more fully in the [WSFC's Position Paper on Women, Men & Gospel Ministry](#).

Spiritual Vitality & Professional Development

- Engage in worship services personally as often as your responsibilities will allow.
- Devote a half to full workday each month to seek the Lord in prayer for his guidance in your life and ministry.
- Engage annually in professional development and enrichment opportunities such as conferences and courses to grow in your knowledge, skills, creativity and ministry, as well as opportunities for spiritual enrichment, encouragement and ministry networking.
- Participate in EFCA events for growth, encouragement and networking, like the annual District Conference, the biennial National Conference, Theology Refreshers or Cohort/Network gatherings.

Office Hours

- We recognize that ministerial staff must work off-site for visitation care, meeting with people and studying, but you are expected to work on-site when not engaged in those activities in order to help build a culture of collaboration with each other and our entire staff. When your work does require you to be off-site for an extended time during the day, inform your specific team members and any other specific staff members who may be affected by your inaccessibility.
- While ministry needs and demands will vary seasonally, our time commitment expectation for full-time ministerial staff members is that your role and responsibilities would require an average of 40+ hours per week. Part-time ministerial staff should manage their work hours over the course of the year, so you are working the appropriate number of hours per week on average.
- Since differing ministerial staff roles and responsibilities require differing levels of engagement during non-traditional work hours including evenings and weekends, you should manage your weekly work hours and days accordingly. As much as possible, it is important to observe and communicate a weekly routine for when you will be working and when you will be off—so staff can expect when you will be available.
- Recognizing the necessity and blessing of pursuing the sabbatical principle of rest, you are encouraged and expected to preserve at least one full day per week when you are not engaged in any work related to your role and responsibilities at the church.



Absences

- Seek advance approval from your supervisor for all multi-day scheduled absences, ensuring your responsibilities are covered during your absence. Then, communicate those dates to any staff members who may be affected and to the Office Coordinator. These include vacations, conferences, ministry trips, etc.
- Report vacation and sick days to the HR Manager according to the frequency and procedures requested.

Staff Participation

- Respond to email communications from staff and congregants within one working day. If you're in a busy season, acknowledge receipt within that timeframe, then circle back later as indicated. During scheduled absences or sick days, activate your email "away message" with instructions on who to contact in your absence.
- Engage in all staff and ministerial events including regular meetings, prayer gatherings, lunches, celebrations, training events and retreats. You are expected to schedule around these gatherings as much as possible. If you are unable to participate due to a conflict, please inform your supervisor in advance.
- Contribute during seasons when "all-hands-on-deck" are needed to assist with work outside your immediate ministry area and responsibilities. These may include Easter and Christmas, special events, urgent needs in Awesome Adventure, etc.
- Perform other duties and responsibilities when they may be assigned for a season. Typically, this involves covering responsibilities for a vacant ministerial staff position.
- If you supervise any staff members, engage them in deliberate 1-to-1 meetings at least monthly (and more frequently as needed) to encourage, support and coach them utilizing any recommended organizational tools and programs.

Churchwide Participation

- Develop and pursue annual goals to support the church mission and strategies, as well as provide progress updates as requested.
- Identify, recruit and develop ministry partners in our congregation to serve at WSFC and beyond utilizing their gifts, talents and passions across all ministry areas.
- Ensure that all key lay leaders in your ministry area seek church membership. Specific roles that require membership are identified in *WSFC's Church Membership for Staff and Ministry Partners*.
- As your Sunday responsibilities allow, seek to serve in the lobby and sanctuary during Worship Services, actively looking to connect with new attendees and joining the prayer team up front in the worship center as you are available.
- Engage in healing prayer nights and child dedications along with the elders in rotating teams. Currently, this involves two Wednesday evenings per year for prayer and one Sunday afternoon per year for child dedications.
- Beyond teaching and leadership that is required as part of your role and responsibilities, you are encouraged to consider other teaching and leadership opportunities on occasion, such as LDT, Learning Communities, retreats, conferences, etc. However, pursuing these opportunities should not disrupt or interfere with your ongoing responsibilities at WSFC. Seek advance approval from your supervisor prior to committing to these activities.



Congregational Care

- Provide spiritual care, encouragement and direction for ministry partners and people in your ministry area. However, when you encounter a situation beyond your qualifications, or that seems unstable or unsafe, you should refer the individual(s) to a licensed therapist or emergency intervention.
- Engage care visits (hospitalization, surgery, recovery, homebound, etc.) with your ministry partners or congregants in your ministry area or their family members—and inform the Care Pastor when you do so. In addition, ministerial staff members are expected to share general congregational care coverage whenever the Care Pastor is unavailable.
- Refer any benevolence needs you become aware of to the overseer of benevolence following *WSFC's Benevolence Ministry Procedures*.

Weddings & Funerals

- If you are asked to officiate a wedding, please contact the church Resource Coordinator for more information. Note that only Pastors and Elders may officiate WSFC weddings, and you may be asked to officiate the wedding of someone you do not know when there is no existing connection with a specific Pastor or Elder, or if the officiant they requested is not available. Refer to [WSFC's Constitution and Bylaws](#) (Article VIII on Marriage), *Marriage Officiant Policy* and *Marriage, Divorce, and Remarriage Policy* for specific guidelines on which marriages may or may not be officiated.
- Attend and/or officiate funerals of ministry partners or people in your ministry area (or their family members). Note that only Pastors and Elders may officiate WSFC funerals, and you may be asked to officiate the funeral of someone you do not know when there is no existing connection with a specific Pastor or Elder. Please refer to and follow the guidelines in *Supporting Your Funeral and Bereavement Coordination*.