**Black Rock Congregational Church**

**Shine Ministry (For children and families with special needs) Assistant**

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| Job Summary |
| Job Description Date: June, 2018Job Title: **Shine Ministry Assistant** Job Reports to: Shine Ministry Director and overseeing Pastor to Shine ministry  New Hire current position XX New position | Job Classification: Full Time X Part Time Ministry Assistant  Administration  |
| **Spiritual Gifts\* Highly Desired for this position:**(\* From Network by Bruce Bugbee, Don Cousins, & Bill Hybels) |
| XX Administration* Apostleship
* Craftsmanship

XX Creative Communication* Discernment

XX Encouragement Evangelism | * Faith
* Giving
* Healing

XX HelpsXX Hospitality* Intercession
* Knowledge
 |  Leadership* Mercy
* Miracles
* Prophecy

XX ShepherdingXX Teaching* Wisdom
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| **Ministry Desire/passion:**Be comfortable with and have a desire/passion to work with children with special needs and their families.  |
| **Position Summary:** 1. Shall have practical experience with children
2. Shall have administrative skills as follows
* Proficient at organizing and maintaining volunteer schedule
* Annual calendar of events internal and external
* Keep minutes at team meetings
1. Shall have experience speaking to large groups

**Organizational Relationships:**To whom is this position accountable: 1. Shine Ministry Director
2. Overseeing Pastor

**Advises, consults and coordinates with:** 1. Shine Ministry Director

**Essential Responsibilities:**1. Schedule volunteers for Sunday morning 10:00 and 11:30 service
2. Schedule volunteers as needed for midweek events – to allow student/family to participate
3. Coordinate childcare for Shine events
4. Arrange for potential volunteers to meet with Shine Director for interviews
5. Assume responsibilities when Shine Director is unavailable
6. Work with volunteers and kids in Shine Ministry at least 1 hour each Sunday.

 **Educational Requirements:**1. High School Diploma

**Required tasks/skills:**1. Shall have practical experience with children and families 2. Shall have administrative skills as follows* Proficient at organizing and maintaining schedule
* Annual calendar of events internal and external
* Keep minutes at committee meetings

3.Shall have experience speaking to groups**Personal Characteristics required for the job:** 1. Accustom to communicating with special needs families
2. Shall have strong interpersonal skills
3. Shall be a team player
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Date accepted: 6/25/2018