

Faithbridge Church

POSITION DESCRIPTION



Position Assignment:

- **Title:** Open Gates Coordinator
- **Staff Grade:** Full-Time, 40 hours per week
- **Accountability:** Reports to Open Gates Director
- **Ministry/Dept.:** Open Gates

Summary of Position:

The Open Gates Coordinator is responsible for assisting in developing and fostering the Open Gates Ministry at Faithbridge, providing care, shepherding, and leadership for individuals of all ages and families with disabilities. The Open Gates Coordinator is also responsible for helping to communicate the vision of inclusion throughout the Faithbridge staff. The team consists of the Open Gates Director and the Open Gates Coordinators.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Open Gates ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Ministry Target:

Children, students, and adults with disabilities and their families

Duties & Responsibilities:

1. Develop relationships with children, students, adults, and families within the Open Gates ministry helping them to experience the love of Christ.
2. Help develop and use different strategies and techniques to help make worship experiences and events relevant and accessible to kids, students, and adults with disabilities in ways that help them to develop a stronger relationship with Jesus.
3. Help develop and use different strategies to foster interactions and relationships between kids, students, and adults with disabilities and their age-level peers.
4. Help develop and use different strategies to foster small group, worship, and serve opportunities for high school students and adults with disabilities.
5. Assist in coordinating between volunteers and parents by collecting RSVPs for attendees for Sunday mornings and creating shadow serve schedules.
6. Leading and developing shadows through prayer, intentional communication, and training
7. Be on-site for the majority of Sunday morning services.
8. Schedule volunteers for non-Sunday activities, including but not limited to Wednesday night Kids and Student events (4th and 5th grade Bible Studies and Small Groups,) Special Event Kids Programming (such as Fajitas and Faithbridge,) Pointbreak, Young Adults, Road Trainings and Journeys.

9. Be on-site for the week of VBS, AM and PM.
10. Envision, plan, and implement future opportunities to develop and grow Open Gates as a ministry, as well as develop new ways for families of kids with disabilities to develop stronger relationships with Jesus.

Administrative Tasks:

1. Assist with recruiting, onboarding, training, and supervising individual volunteers with children.
2. Assist in planning, preparing, and attending volunteer trainings and any other Open Gates events.
3. Collect, organize, update, and distribute participant information packets throughout the ministry year.
4. Assist with other clerical duties as needed.
5. Support and participate in all church wide events such as VBS, Christmas Eve, Easter and other events which may be added in the future.

This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Skills and Educational Requirements:

- Specific experience training in Education and/or Special Needs preferred but not required.
- Ability to coordinate, assist and equip laity for the purpose of achieving ministry objectives.
- Ability to communicate effectively in speech and in writing.
- Ability to efficiently direct and implement major administrative projects.

Organization Relationship:

This position shall be directly accountable to the Open Gates Director. This position will have contact with students, parents, church attendees, paid staff, and outside vendors.

Working Conditions:

This is a salary and full-time position (40 hours per week), with a regular weekly in-person schedule determined with the Open Gates Director, along with Sunday service facilitation, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter. Continuing education including spiritual formation as directed by supervisor, including one conference per year.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name