

# Faithbridge Church

## Position Description

### Position Assignment:

- **Title:** Open Gates Associate
- **Ministry:** Kids Ministry/Open Gates
- **Accountability:** Reports to Open Gates Coordinator
- **Recruited By:** Open Gates Coordinator
- **Staff Grade:** Full-Time, Salaried, 40 HPW, Exempt

### Summary of Position:

The Open Gates Associate is responsible for assisting in developing and fostering the Open Gates Ministry at Faithbridge, providing care, shepherding, and leadership for individuals with special needs and their families.

### Ministry Target:

Children, students and adults with special needs and their families.

### Duties & Responsibilities:

#### Sunday Mornings:

1. Develop relationships with children, students, adults, and families within the Open Gates ministry helping them to experience the love of Christ.
2. Observe and evaluate the needs of children, youth and/or adults as assigned, who could potentially benefit from the program.
3. Use different strategies and techniques to assist Open Gates participants to engage in lessons and foster interactions with their grade-level peers.
4. Research specific disabilities/needs and implement accommodations for individuals who are in need.
5. Coordinate between volunteers and parents collecting RSVPs for attendees each week.
6. Serve as an ambassador for the Open Gates Ministry with other ministries.
7. Be on-site for the majority of Sunday services.

#### Respite Nights:

8. Assist in planning, preparing, and attending once-a-month respite nights.
9. Coordinate with and schedule nurse, station leaders, security, hospitality, and paid caregivers.
10. Assist in recruiting and scheduling volunteers for the event.
11. Distribute, collect, review and organize all participant paperwork.
12. Coach and shepherd all volunteers both from the front and one-on-one.
13. Assist in other tasks as needed in preparation for the event.

Administrative Tasks:

14. Assist with recruiting, onboarding, training, and supervising individual volunteers with children.
15. Manage Open Gates Ministry volunteer application process. Interface with church administration and Human Resources to maintain current files for all Open Gates Ministry volunteers.
  - a. Distribute and review applications.
  - b. Contact references.
  - c. Provide and collect necessary release forms.
  - d. Provide and collect necessary acknowledgement forms.
  - e. Make sure all servers are current with Ministry Safe.
16. Assist in planning, preparing for, attending and leading volunteer trainings and any other Open Gates events.
  - a. Create and prepare training materials for volunteers.
17. Collect, organize, update and distribute participant information packets throughout the ministry year.
18. Assist in brainstorming and setting goals to expand both student ministry and our adult ministry for people with special needs.
19. Assist in Fellowship One data entry, assignments and other clerical duties as needed.
20. 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.
- 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 carry out major administrative projects.

### **Organizational Relationship**

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

### **Working Conditions**

1. 40 hrs/wk, Sunday- Thursday, 8 hrs per day
2. Friday's on rEcess weeks.
3. Sunday service facilitation.
4. Participating in events, meetings, trainings: as needed.
5. Off-campus continuing education as directed by supervisor.

**Needed Attributes**

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of leadership, teaching, discernment, mentoring, creativity, exhortation and faith.

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 my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name