



## **Accessibility & Inclusion Ministry (AIM) Coordinator**

Ministry Area: Faith Formation

**Overview:** The Accessibility & Inclusion Ministry (AIM) Coordinator serves quarter time (average of 10 hours per week) to coordinate and develop Grace UMC's Accessibility & Inclusion Ministry (AIM). This ministry helps Grace fulfill its mission to reflect the grace of God in how we welcome, love, and serve people of all abilities.

The coordinator has a heart for engaging people with disabilities in the ministry of the church, and sees them as individuals indispensable to the body of Christ. This person will care for and advocate for our families impacted by disabilities. The coordinator will shepherd and train volunteers in other ministry areas to make worship, fellowship, and service with Grace increasingly accessible to all.

### **Responsibilities:**

#### AIM Advocate

- Serve as liaison and coordinator between identified persons and households to facilitate their desired method of engaging with Grace.
- Develop ways to identify and overcome barriers to ensure that individuals and their families can be included in Grace's worship and other activities.
- Participate in strategic visioning and sharing best practices with church leaders to identify, communicate, and achieve AIM goals.
- Collaborate to raise congregational awareness and inclusion of people with disabilities as full members of the Body of Christ.

#### Coordinate Sidekick Ministry

- Build a team of "sidekicks" that accompany people with disabilities to help them engage in the ministry of the church (worship and beyond).
- Recruit, develop, train, and oversee sidekick volunteers to foster a nurturing environment for individuals with disabilities.

## Family Coordination

- Identify and communicate with families with disabilities, including intake interviews, to learn their hopes for engagement, and identify any barriers. Establish ongoing communication with families to ensure goals are met/revised and issues are addressed.
- Plan, coordinate, and lead periodic events to provide fellowship, support, and possibly respite care to identified families, including monthly AIM family gatherings, or occasional education/resource sharing opportunities.

## Support Sunday School Teachers and other Staff and Ministry Leaders

- Through at least one annual training event, help educate and train staff and volunteer leaders on how to value, love, and effectively include people with disabilities.
- Assist in reviewing, developing, and modifying curriculum as needed.

## Outreach

- Facilitate Grace's "Work Experience" program (formerly Community Based Instruction) with area public school special education departments. This program helps local special ed. students gain work experience through volunteering weekly at the church.
- Cultivate a collaborative relationship with other local schools, churches, ministries, and organizations.
- Attend church conferences, workshops and seek out connections and resources that will benefit spiritual and professional growth.
- Serve on the team for any major AIM-focused program (e.g. the Grace Prom for All)

## Administrative Tasks

- Recruit and lead the AIM ministry team in ministries of advocacy and inclusion.
- Request the annual AIM budget and manage all expenditures through the year in collaboration with the AIM ministry team.
- Maintain student and family information to ensure that it is accurate and up-to-date, while safeguarding personal information.
- Attend staff meetings as needed .

## **POSITION REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill, or ability required.

- A love for those with disabilities and their families.
- Education and experience equivalent to a four-year degree or two years related experience.
- Experience in working with individuals with disabilities/special needs, and their families.
- Knowledge of varying age levels, teaching, and learning styles of individuals.
- Knowledge of Christ-centered Christian education.
- Proactive, strategic planning and administration.
- Excellent written and verbal communication skills.
- Good organizational and interpersonal skills.

**TEAMMATES AND REPORTING RELATIONSHIPS:**

- This position reports to the Senior Pastor
- This person collaborates with the staff as well as a developing AIM ministry team.

**COMPENSATION:**

- This non-exempt position will be compensated based on a quarter-time salary.

Drafted July, 2023