



POSITION: Special Needs Ministry Coordinator (Volunteer)

The CHVRCH in Newtown Square is seeking a compassionate and dedicated volunteer to develop and lead a Special Needs Ministry that helps children with diverse abilities and their families fully participate in the life of our church. This leader will champion accessibility, equip volunteers, and create a welcoming environment where every child is known, loved, and supported.

We believe every child is created in the image of God and has a unique place in the body of Christ. Our desire is to partner with families by providing meaningful opportunities for children with special needs to be rooted in God's Word, gathered around His table, and led by His Spirit.

COMMITMENT: Approximately 3–5 hours per week, including Sunday morning presence and occasional planning meetings.

PRIMARY RESPONSIBILITIES

Leadership & Ownership

- Provide leadership and oversight for the Special Needs Ministry.
- Develop and implement strategies that support children with special needs and their families.
- Serve as the primary point of contact for families seeking accommodations or support.
- Collaborate with Kids CHVRCH leadership to ensure inclusive ministry practices across all classrooms and environments.
- Maintain a welcoming and encouraging presence for children, families, and volunteers.

Volunteer Development

- Recruit, train, and encourage volunteers who have a heart for serving children with diverse needs.
- Match volunteers with children based on gifts, experience, and ministry needs.
- Provide ongoing coaching, resources, and support for ministry volunteers.
- Foster a culture of compassion, patience, safety, and excellence.

Family Engagement

- Build relationships with families to understand individual needs and preferences.
- Communicate regularly with parents regarding support plans, ministry opportunities, and available resources.
- Encourage and support parents as they disciple their children at home.
- Help families feel seen, valued, and connected within the CHVRCH community.

Program Support & Inclusion

- Develop individualized support strategies as needed to help children participate in Kids CHVRCH programming.
- Work with Kids CHVRCH leaders and volunteers to identify accommodations that promote engagement and success.
- Evaluate ministry effectiveness and make recommendations for ongoing improvement.
- Assist in creating sensory-friendly environments, tools, and resources when appropriate.

Safety & Administration

- Ensure all volunteers follow CHVRCH child protection policies and procedures.
- Maintain confidential records and communication regarding family needs.
- Coordinate with Kids CHVRCH leadership regarding supplies, resources, and ministry needs.
- Ensure all support plans are implemented in a manner that promotes safety, dignity, and inclusion.

QUALIFICATIONS

- A heart for serving children and families with patience, compassion, and grace.
- A passion for making the Gospel accessible to all children.
- Strong relational, communication, and organizational skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Flexibility and a collaborative spirit.
- Previous experience working with children with special needs, disabilities, sensory differences, or developmental challenges is preferred.
- Ability to recruit, encourage, and lead volunteers.

REQUIREMENTS

- Must be a professing believer in Jesus Christ with evidence of growing spiritual maturity.
- Must read, review, and be in agreement with the CHVRCH Statement of Faith.
- Review and agree to the Kids CHVRCH Volunteer Handbook
- Complete and pass a background screening.

Vision Statement

"To ensure that every child and family, regardless of ability, is welcomed, supported, and empowered to be rooted in God's Word, gathered around His table, and led by His Spirit."