

SNAP Coordinator – Children’s Ministry

Primary Function

Coordinate program for special needs children at Petra.

Responsibilities

1. Oversee the Petra SNAP program; recruit volunteers/buddies, schedule buddies, coordinating SNAP families’ attendance and buddy needs. Maintain a SNAP database in Realm
2. Officiate regular meetings with the SNAP Leadership Team; preparing agenda items that need discussion or need to be addressed.
3. Serve as a liaison between the SNAP families and Children’s Pastor, and prayer coordinator. Be a resource for other ministries caring for adults with special needs.
4. Act as a liaison between the SNAP families and the Prayer Coordinator as well as other members of the SNAP Leadership Team. Assist with the regular SNAP Mom’s prayer group as needed.
5. Be a welcoming face to new SNAP families and be the first “buddy” to meet the family and assess the needs of the child and the best classroom to suit the child.
6. Be the initiator of sending the Strengths-based Support Plans to the families to be filled out and maintaining a collection of them to be referred to as needed.
7. Plan 2-3 (or more) events a year with the help of the SNAP Leadership Team.
8. Plan a theme or type of lesson on Sundays for the students that will be utilizing the SNAP room
9. Maintain the SNAP room by keeping it supplied with sensory toys and other gear suitable for the children that use the SNAP room on Sundays.
10. Meets monthly with the Children’s Pastor for oversight, vision planning and accountability.

Qualifications

1. Biblical character qualifications of a leader; character above reproach, a person of integrity (I Timothy 3)
2. Spirit filled and flowing in the gifts
3. Servant’s heart with a submissive, teachable spirit
4. Willing to embrace Petra’s philosophy of ministry and committed to the vision of the Lead Pastor and Elder Team
5. Clear anointing, calling, gifting, and experience in working with special needs children
6. Team player with an equipping style of leadership
7. A love of children and a passion for nurturing/training them, skills for relating to children and adults; good people skills
8. Administrative skills and experience; ability to delegate; experience in overseeing multiple staff
9. Enthusiastic, high-energy level, hard worker, and high level of self-motivation; requires little supervision

Petra Church Values Statement

Petra Church believes that the breadth of its ministry is directly related to the depth of commitment each employee has to Jesus Christ. The Church also believes that the effectiveness of its public ministry is directly related to the authenticity of a private faith commitment by each employee. This truth requires that each employee have and maintain real and vibrant fellowship with Jesus Christ as their Lord and Savior. Each employee is seen as a full-time ambassador of Jesus Christ and the Church. All employees should live on and off the job in a manner consistent with demonstrating the message, mission, and character of Jesus Christ. Employees/Volunteers pray for the Church, its staff, its ministries, on a regular basis

Conduct Policy

We believe our staff, pastors, ministry leaders, members and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

Accountability

Children's Pastor

Status

Part-time position (4-6 hours weekly), reviewed annually