



Shine Ministry Coordinator

POSITION DESCRIPTION

The Shine Ministry Coordinator serves the Church by coming alongside and supporting families as they seek to enrich and deepen the spiritual lives of their family members in the special needs community—both children and adults. The Shine Ministry Coordinator will provide support for our Shine families and grow our Shine Ministry within the special needs community.

The primary objectives are to promote the Gospel of Jesus Christ to those with special needs in our church and community and to equip the members of Second to help lead our church in becoming a place where people with special needs and their families know they are included as full participants in the life of the church.

ROLES AND RESPONSIBILITIES

PERSONAL LIFE

A woman/man of God; a woman/man of prayer; a woman/man who knows by personal daily experience what it means to be renewed by God's grace and who demonstrates godliness in her/his personal relationships, both in the Church and in the community.

VISION

Lead the vision for the Shine Ministry by creating and establishing programs, setting goals, and keeping the ministry aligned with the larger vision of Second.

LEADING AND MANAGING

Supervise and administer the overall organization and design of Shine Ministry programs. Evaluate, create, and implement ministry programs that help promote the Gospel to families in the Shine ministry and help the whole church body participate in making special needs families feel a part of the Church. Recruit, train, and supervise volunteers for ministry programs.

SHEPHERDING

Provide ministry care to our Shine families including counsel, prayer, home visits, sibling programs, and personal support by doing things such as attending their activities, performances, sports events, etc. See that volunteers in the ministry are shepherded as they do their work. Encourage and cultivate a culture of prayer, fellowship, spiritual growth, and caring for the needs of each other.

EQUIPPING MEMBERS

Assist parents in their role as the primary disciple-makers by proactively building relationships, providing resources, and communicating effectively.

ADMINISTRATION

Select, evaluate, and monitor overall curriculum. Develop and administer the Shine Ministry budget. Fully implement child protection policies. Work with our Facilities Director to ensure the ministry facilities are cleaned, stocked and organized to support the work of the Shine Ministry.

ORGANIZATIONAL RELATIONSHIPS

The Shine Ministry Coordinator functions within the following organizational parameters:

- Is directly responsible to the Director of Family Ministries
- Works with and through the Family Team
- Leads the Shine Leadership Team

QUALIFICATIONS

LOVE FOR THE LORD

Able to articulate their relationship with Jesus Christ, profess a well-grounded and vital faith, and exhibit a Christ-centered life.

LOVE FOR GOD'S PEOPLE

Strongly relational with the ability to build rapport with children and adults. Approachable and humble with a confidence grounded in their identity in Christ.

LOVE FOR GOD'S WORD

A belief in the inerrancy and primacy of the Bible. A strong understanding of and commitment to the evangelical and Reformed faith, as expressed in the Westminster Standards.

LOVE FOR GOD'S CHURCH

Strongly committed to corporate worship. A humble and teachable spirit who appreciates and responds to the leadership structure at Second. A desire to see and help the church grow in its commitment to helping the special needs community feel a part of the Body of Christ.

LOVE FOR THE SPECIAL NEEDS COMMUNITY

At least three years of experience working with/in the special needs community (education, ministry, etc.). A bachelor's degree or higher in special education is strongly preferred. A desire for continued professional development.

OVERVIEW RESOURCE

Before applying, please read the following [webpage](#) and [article](#) in order to understand more about the vision 2PC has for this ministry.

HOW TO APPLY

This position is full-time with salary and benefits. Interested candidates should submit a resume and personal testimony via email to Joel Wood, Search Committee Chairman, at shine2pc@gmail.com.

ABOUT SECOND AND MEMPHIS

Founded in 1844, Second Presbyterian Church (EPC) is marked by Reformed theology and committed to retelling the gospel of Jesus Christ to ourselves, our neighbors, and the nations abroad. We aim to reimagine the church and the city according to the Scriptures, asking God to repair what is broken, both in us and around us, by His Spirit. Located in the heart of Memphis at the corner of Poplar and Goodlett, we are uniquely positioned to serve our neighbors of all different ages, ethnicities, and socioeconomic statuses with the good news of Christ. Visit 2pc.org to learn more about our church. To explore the rich and diverse history of Memphis, visit memphistravel.com, choose901.com, and dailymemphian.com.