

SPECIAL NEEDS AND DISABILITIES COORDINATOR ROLE DESCRIPTION



ROLE SUMMARY:

To function within the specification of the Disabilities Discrimination Act (DDA) 1995 as it relates to churches.

Responsible for the development, coordination and maintenance of church activities as related to ministry for individuals with specific needs due to mental, emotional, or physical disabilities and the support of their families.

ROLE ACCOUNTABILITY:

As indicated in the church manual, the Special Needs and Disabilities Ministries is a part of the Personal Ministries of the church and works directly under the supervision of the Personal Ministries Director. However, it is also closely linked with the Health Ministries and Community Services department.

ROLE DUTIES:

1. To monitor physical access to the church facilities and functions, and to make recommendations to provide a fully accessible church.
2. To provide education for the membership concerning mental, emotional, and physical disabilities and the people they affect.
3. To assist in the process of assimilation of persons with special needs and disabilities into active church life and develop support for their families.
4. To develop and implement a method of identification of the needs of persons with special needs and disabilities in the church and the community.
5. To develop, coordinate and maintain vibrant and useful programs that meet the spiritual needs of persons with special needs and disabilities and their families.
6. To serve as a liaison with organisations and personnel providing services to people with special needs and disabilities such as ASNA (Adventist Special Needs Association), and the British Union Conference Special Needs Coordinator. Other Christian organisations like Through the Roof also provide information and advice.
7. To promote the services, training and programs provided by the above mentioned organisations and personnel within the local church.

SPIRITUAL GIFTS DESIRED:

Mercy
Helps
Communication
Administration
Leadership

Skills in coordinating and organising are also desirable.

Sharon Platt-McDonald
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