

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Accommodations Ministry Coordinator	Campus Development	Kids Pastor - Henderson
Employment Status	FLSA Status	Effective Date
☐ Temporary ☐ Full-Time ☒ Part-Time 25hrs per week	☒ Non-Exempt ☐ Exempt	10.2025 – cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS**.

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The Accommodations Ministry Coordinator oversees inclusive environments for children, students, and adults with differing abilities and their families; fostering relationships and support so that individuals experience the love of Jesus. Focused on Henderson Campus Compassion Kids ministry and events, they coordinate sensory-friendly classrooms, stable environments, and the Sidekick program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Build and lead a dedicated Serve Team (W/M, GC):** Recruit, train, and support volunteers to create inclusive, sensory-friendly environments that help children, students, and adults with adaptive needs feel loved, known, and valued. Foster ongoing growth and effectiveness through encouragement and training.
- **Partner with families and volunteers to understand and support individual accommodations needed (E4, W/M):** Develop trusting relationships with families, assess each person's unique needs, and recommend the most appropriate environments for participation. Offer continual encouragement and feedback.
- **Maintain welcoming, accessible classrooms and environments (RW, GC):** Prepare and organize materials for inclusive classrooms, non-transitioning environments, and support programs like Sidekick, ensuring spaces are safe, engaging, nurturing, and sensory-friendly to meet diverse adaptive needs.
- **Collaborate on curriculum, standards, and inclusion initiatives (E4, GC):** Work with the Central Kids Team to develop and implement curriculum and ministry standards that promote inclusion and a gospel-centered approach.
- **Support and oversee volunteer leadership of the Adult Special Needs Class (W/M, E4):** Equip volunteer leaders to provide consistent care, foster meaningful connections, and uphold the ministry's mission of creating a caring community for individuals requiring differing accommodation needs.
- **Support ministry operations and family engagement (RW, W/M):** Track key metrics, ensure smooth classroom operations, and develop initiatives to encourage family involvement and resource sharing for spiritual growth.
- **Additional Duties (E4, W/M):** This job description is not all-inclusive. Additional responsibilities related to campus or community engagement and ministry support may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- A Bachelor's degree from an accredited college or university is required. Consideration will be given to candidates with extensive experience and demonstrated proficiency in accommodating environments.

Experience:

- A minimum of three (3) years of experience in ministry or a related field is required.
- Demonstrated experience working with children and families in adaptive ministry environments.

Knowledge, Skills, and Gifts:

- **Ministry Leadership:** Proven ability to lead by modeling a life that inspires others to follow, with a strong passion for reaching both individuals who are differently abled, and their families.
- **Relational Skills:** Exceptional interpersonal skills characterized by emotional intelligence, spiritual and emotional maturity. Demonstrated sensitivity to the needs of others and the ability to build strong relationships with the individuals and families.
- **Organizational & Administrative Skills:** Proven organizational skills with a strong ability to support serve team members, prepare ministry materials, and ministry spaces. Capable of working independently, while also thriving in a team environment.
- **Communication:** Strong verbal and written communication skills, with a proven ability to connect with individuals from diverse backgrounds while maintaining confidentiality, including Serve Team members, and the families served.
- **Spiritual Character:** A strong commitment to Christ-like values, demonstrated through words and actions. Ability to demonstrate integrity in all interactions, reflecting spiritual maturity and a dedication to serving others in a gospel centered ministry.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____