

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Through The Roof Associate **Department:** Next Gen

Recruited By: Minister of Campus Development **Reports To:** Minister of Campus Development

Location: Sienna

Status: Full Time Exempt

Proposed Employment Category: IIIB

Summary of Position: This position will provide leadership and training in the areas of developing, implementing, and overseeing areas of programming for special needs children and adults. The position requires the ability to carry out a broad range of assignments at any given time and at times with minimal supervision. This position will serve as the central contact point and conduit between the church staff and families requiring special accommodation. The ability of this person to problem-solve is crucial in order to enable a successful church experience for children and families impacted by learning differences, disabilities, or unique physical needs.

Purpose: Connect with and organize ministry to special needs families that is godly, effective and excellent.

Duties and Responsibilities:

Leadership

- Develop specific goals for special needs inclusion.
- Implement a plan for “buddy” rotations and/or creating specially tailored classroom(s). Different classes may be needed for different age groups.
- Determine accommodation plan and applicable strategies for each ministry participant.
- Develop ministry volunteers, delegating and defining responsibilities to match servants’ gift-sets.
- Recruit, interview and hire Through The Roof Care Givers to sustain TTR ministry.
- Create and regularly lead training events to equip volunteers in the following areas:
 - Mandatory reporting; Behavior management; Parent communication
 - Participant privacy & confidentiality for ministry issues
 - Safety & emergencies (e.g. elopement, physical aggression, seizures)
 - First time participants & guests
 - Intake process
 - Toileting & diapering
 - Snacks & allergies, use of Epi-Pens
 - Teen servant responsibilities and limitations
 - Modifying activities for kids with disabilities
 - Making a Bible story come alive for a child with learning differences
 - Special needs/disability etiquette

Administration & Organization

- Ensure that participant profiles are created and maintained (upon registration, updated annually and as-needed).
- Organize the collection of participant information and family needs through parent interviews and regular conversation.
- Provided leadership to the volunteer application process (application, skill-set interview, background check).
- Maintain a current schedule of ministry volunteers.
- Keep an updated database of ministry participants and volunteers.
- Create and maintain up to date documentation as individual behavior challenges or safety concerns arise.
- Create and follow an annual ministry budget
- Plan and execute other ministry related events as directed by the Minister of Campus Development.

Communication

- Email service reminders, weekly updates, curriculum information, and teaching tips to volunteers.
- Email weekly updates to parents; actively encourage/educate parents to foster the spiritual growth of their child with special needs.
- Communicate details from participant profiles and their accommodation plans on a need-to-know basis with affected volunteers and other church leaders.
- Proactively communicate with other church leaders as ministry opportunities and accommodation logistics directly impact their related areas of responsibility. *The ability to work well with other church leaders will be crucial to the success of the ministry.*
- Follow up in a timely manner with both parent and volunteer questions and needs.
- Periodically educate other ministry leaders (typical Next Gen Ministry volunteers) how to more effectively include participants with learning differences.
- Keep church leadership and immediate supervisors informed about various issues inside the Special Needs Ministry. Any issues related to risk management should be carefully documented and reported in a timely manner to the appropriate church leader.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

QUALIFICATIONS

Ideally a Special Needs Ministry Associate is familiar with the vernacular and culture of the world of special needs and disability. Because parents will often not disclose all relevant facts to church representatives (sometimes unknowingly and other times intentionally), it is very helpful for the person interviewing parents of new participants to have working knowledge of special needs terms and phrases. Lastly, it is very helpful for a special needs champion to have some familiarity with current practices in local school systems, especially where risk management is concerned.

Skills Requirements: Select all that apply

- Language skills Math skills Reasoning ability
- PC skills: Windows Mac MS Office MS Outlook MS Excel
- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred
- Other: Experience in caring for people with special needs and their family is required.

Organizational Relationships: Reports to Minister or Campus Development Sienna

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel

Prepared By: Matthew Savage

Title: Minister of Campus Development

Date Prepared or Revised: April 27, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name