



## **DISABILITY INCLUSION MINISTRY ASSISTANT**

The Grove's Disability Inclusion Ministry exists to create an environment and community where people and families impacted by disabilities can be introduced to Jesus and transformed by him. The Ministry Assistant position is designed to assist in cultivating an inclusive environment at The Grove so that families and people impacted by disabilities can feel loved, seen, supported and welcomed. As a part of the Disability Inclusion ministry team, this role will play a significant role in strategizing, as well as in assessing and evaluating ministry initiatives. The Disability Inclusion Ministry Assistant works significantly with The Grove's other ministry teams.

Reports to: Director of Disability Inclusion Ministry  
Works with: Disability Inclusion ministry team, volunteers, families, Grove ministry teams  
Works: Part Time, approximately 20 hours per week, exempt

### **ADMINISTRATIVE SUPPORT – 50%**

- Serve as point of contact for Inclusion Ministry emails, phone calls, and correspondence.
- Work with Communication team to prepare ministry promotional materials.
- Purchase supplies for ministry and events.
- Responsible for new family onboarding.
- Assist with overseeing the volunteer onboarding process.
- Organize, restock, and prepare for services and events.

### **DISABILITY INCLUSION MINISTRY LEADERSHIP – 40%**

- Responsible for overseeing support group once a month.
- Provide support to Inclusion Ministry Director at weekend and midweek services; lead one service on weekends.
- Assist with following up and caring for Allies families.
- Assist with training and caring for volunteers.

### **OTHER – 10%**

- Cultivate intimacy with God and growth in Christ like character through personal and corporate spiritual disciplines.
- Attend disability inclusion ministry team meetings, church all-staff meetings, devotions and trainings.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith and Foundational Beliefs**. All applications confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith and Foundational Beliefs.*