



# College Church

Proclaiming the Gospel

## Job Description

- Job Title:** Ministry Associate for STARS-Respite Care (10 hours/week)
- Reporting:** Reports to and is under the direct supervision of the Director of Disability Ministries and is accountable to the Council of Elders.
- Primary Objective:** As part of the Learning Core value, coordinate, lead/teach, organize and recruit volunteers for the adult programs of STARS Disability Ministry. These programs include Friday Night Fun, Hanging with a Star, Adult Retreat, and quarterly Family Fun Nights.
- Principal Duties:**
1. Plan, teach develop and evaluate respite programs for Teens and Adult Stars in coordination with the Director of Disability Ministries.
  2. Plan and communicate 4 Family Fun Events throughout the year.
  3. Attend, plan, and recruit volunteers in coordination with the Director of Disability Ministries for the Fall STARS Retreat.
  4. Recruit, train and communicate with volunteers through various avenues to support respite programs for STARS.
  5. Promote STARS within College Church with the intent to educate and recruit volunteers and model the verses, Luke 14:12-14.
  6. Provide training for volunteers in keeping with CCIW Protection Policy and in coordination with STARS general training.
  7. Participate in STARS leadership meetings and communicate with other STARS Ministry Associates and the Director of Disability Ministries.
  8. Perform other duties as directed by the Director of Disability Ministries or the Executive Pastor.

01-18-2023