

# Grace United Methodist Church Naperville

**Position:** Open Doors Ministry (ODM) Coordinator

**Reports to:** Pastor of Children and Family Ministry

**Status:** Part-time, salaried

**Hours:** Approximately 12–20 hours per week. Sunday mornings and Wednesday evenings onsite. Other hours may be completed offsite for planning and administration. Flexibility required depending on programming and events.

**Compensation:** \$20,900 annual part-time salary, no overtime.



Grace United Methodist Church seeks a detailed-oriented, compassionate individual for the Open Doors Ministry (ODM) Coordinator position. The Mission of Grace is forming disciples of Jesus who further the Kingdom of God. Grace Church dedicates itself to a ministry of Christ-like hospitality and compassion and believes all persons are of sacred worth.

## Position Summary

The ODM Coordinator provides leadership and oversight of Grace's Open Doors Ministry, which supports individuals with special needs and their families. This role includes recruiting and training volunteers, coordinating buddy programs, building relationships with families, and ensuring that each person is welcomed, supported, and able to grow in faith.

## Responsibilities

- Recruit, train, and support volunteers and buddies.
- Develop individualized plans for students in partnership with families.
- Coordinate Sunday School, choir, and special event support for ODM participants.
- Provide training and resources for teachers, buddies, and volunteers.
- Maintain records, schedules, and communication with families, staff, and volunteers.
- Collaborate with church staff and the ODM Committee to ensure safe, welcoming ministry experiences.

## Qualifications

- Strong leadership, organizational, and interpersonal skills.
- Ability to relate well to individuals with special needs and their families.
- Experience in ministry, education, or related fields preferred.
- A heart for inclusion and desire to help others grow in Christ.
- Ability to maintain confidentiality
- Detail oriented and exceptional organizational skills
- Excellent communication skills and interpersonal skills

To apply, please send a resume and cover letter to [kim.neace@peopleofgrace.org](mailto:kim.neace@peopleofgrace.org). No phone calls, please.