

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.

Minimum Qualifications

- 5 or more years experience in Special Education.
- Educational background in any of the following required: Speech Therapy, Special Education, Behavioral Therapy, Occupational Therapy, or related fields in Special Education.
- Experience in ministry or related field preferred.

Skills Required

- Strong leadership, detail oriented, and exceptional organizational skills.
- Excellent communication and interpersonal skills.
- Ability to relate well to individuals with special needs and their families.
- A heart for inclusion and desire to help others grow in Christ.
- Ability to maintain confidentiality.

To apply, please send a resume and cover letter to kim.neace@peopleofgrace.org.