



Director of Mosaic Ministry

Position Type: Exempt, 40 hours per week

Category:

Classification:

Reports To: Director of Adult Discipleship

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The Director of Mosaic Ministry is responsible for providing accommodations or programming for our special needs children, youth, *adults*, and families to fully take part in the ministries of St. Luke's. They help to create a loving and safe environment where individual needs are known, the appropriate support is provided, and growth in faith results. This role is a crucial part of our culture of inclusion and will be called upon as we continue to make modifications to our building and adjustments to our program to ensure that greater numbers of special needs children, youth, and families can be served. This role supports our Elementary, Preschool, Youth and Adult ministries, but as well serve overall as a leader in accessibility and disability awareness for St. Luke's United Methodist Church.

RESPONSIBILITIES

- Build relationships with each family in Mosaic Ministry, ensuring that our intake process is followed, accommodation plans are created, and that staff and volunteers are clear on our support plan for each individual.
- Communicate regularly to families and volunteers in Mosaic Ministry of events and updates.
- Recruit, train, support volunteers and manage volunteer schedules for Sunday morning programming as well as ministry specific programming where individuals with disabilities participate. Ensuring that our Safe Sanctuaries process is always followed.
- Prioritize identifying and filling volunteer opportunities within the church's programming for adults with a variety of ability levels.
- Be familiar with and work toward the goals outlined in the Mosaic Strategic Plan. Provide reports every other month to the church governing board on progress within the Mosaic Strategic plan.
- Determine accommodation or modifications needed for a individual with a disability (child, youth, adult) and communicate plan to hosting ministry team (i.e. send accommodation lists and special considerations to Youth Ministry for their Invite Night events based on who is registered to attend).
- Be an active member of the ministry teams: Kids Ministry, Youth Ministry, and Adult Discipleship to help advocate for appropriate inclusion of those with disabilities within programming. Attend trainings and meetings as needed, including Kids Team meetings twice/month, Youth Team meetings twice/month, and Adult Discipleship meetings once/month, and staff chapel weekly.
- Meet regularly with the Mosaic Leadership Council to collaborate on sharing updates and delegate ministry related tasks that support the overall Mosaic Strategic Plan and Ministry.
- Help the continued development of a crisis intervention team which will be able to respond to difficult behavioral moments during Sunday morning programming, Vacation Bible School, Middle School Mayhem, High School Camp, and mission trips.
- Oversee the monthly parent small group meetings including planning the topics of study and coordinating the care of the children.
- Serve as a floater during Sunday Mornings and for special events (such as VBS & Youth Programming) to greet families, ensure that children and youth are where they need to be, and to support, coach and respond to behavioral needs.
- Serve on our Safe Sanctuaries Team ensuring all Children, Youth and Vulnerable Adults are safe.
- Order materials for individuals with special needs (headphones, chewie's, fidgets, seating.)
- Create adapted materials aligned with lessons and small group studies.
- Lead training for volunteers and staff regarding disability and behavioral crisis procedures.
- Consult with various departments and ministries regarding accessibility and its intersection with Disability (i.e. working with Hospitality team Disability etiquette or Facilities with ADA compliance).

MOSAIC MINISTRY STRATEGIC PLAN HIGHLIGHTS

By December 2025-

- An established place outside Robertson Chapel and the main Sanctuary at North Indy will house accommodation options to service including earplugs, headphones, and fidget items. **DONE**
- Offer 2 book studies to the congregation. **DONE**
- Train Staff and Hospitality Teams on standard operating procedures for individuals with disabilities. **In Progress, Close to Completion**
- The Mosaic Ministry Leadership Council will create volunteer partnerships with 2 local organizations for the adult growth group. **In Progress**

By June 2026-

- Our Mosaic Leadership Council will devise a plan for advertising to the community about a sign language interpreted service. A group of volunteers proficient in American Sign Language will be formed to then create a schedule of offering one service per Sunday with an ASL interpreter.
- The director of Mosaic Ministry with help from the Leadership Council will train the lead pastors on disability including awareness of who currently attends St. Luke's UMC, what programming and supports are offered, and where to find various accommodations that are present.
- The Mosaic Ministry Leadership Council will create 2 community partnerships with local high schools and universities for service learning.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Minimum of 2 years' experience working with children and families with special needs (having a family member with special needs may count as equivalent experience.)
- Bachelor's Degree (preferably in Special Education or related field)
- Must be self-motivated and able to work independently, yet still value a team
- Demonstrate passion and joy for children and their families
- Willingness to work weekends and some evenings
- Embraces ministry to families from all walks of life (including those with same-sex parents)
- Communicates effectively; highly organized; is relationally oriented and a team player

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.