

Position: HUGS Director (Special Needs Ministry)

Reports to: NextGen Pastor

Status: Non-Exempt (Part Time)

Last Revised: September, 2025



Mission

To lead LifePoint's HUGS Ministry (Help for Uniquely Gifted Souls) in creating safe and accepting environments where individuals with special needs can experience the love of Jesus, while equipping volunteers and supporting families and caregivers in their journey of finding and following Jesus.

Primary Objectives

- Provide overall vision and leadership for the HUGS Ministry, ensuring alignment with LifePoint's mission and NextGen strategy.
- Develop fun, authentic, and engaging environments that foster spiritual formation for individuals with special needs.
- Build, equip, and sustain a healthy volunteer culture within the HUGS Ministry.

Responsibilities

Ministry Programming for Spiritual Formation

- Cast vision and set direction for the HUGS Ministry, ensuring excellence in all environments.
- Oversee intake of new families, ensuring thoughtful placement into ministry programs.
- Recruit, train, and support spiritually gifted volunteers—including teachers, leaders, mentors, and buddies—to disciple individuals with special needs toward spiritual maturity.
- Select and adapt curriculum that fits the spiritual and developmental needs of participants.
- Ensure volunteer scheduling, program logistics, and family communication are managed effectively (utilizing Planning Center and task management tools).
- Partner with the LP Comms Team to communicate HUGS events and resources and maintain a strong online presence.
- Plan and execute HUGS-specific events (e.g., movie nights, socials, Family Fun Day) and ensure accessibility at LifePoint church-wide events.
- Build and strengthen community partnerships to expand support for families and individuals with special needs in Carroll, Baltimore, and surrounding counties.

Healthy Volunteer Culture

- Lead the recruitment, training, and development of volunteers for HUGS programming and events.
- Design and deliver ongoing training opportunities to equip volunteers in special needs ministry best practices.
- Provide encouragement, accountability, and evaluation for HUGS volunteers.
- Plan and implement volunteer appreciation initiatives.

Staff Member Responsibilities

- To embody our staff values of:
 - *Pursue Unity*: choosing "we" instead of "me."

- *Build Trust*: extending trust and being trustworthy.
- *Lead Yourself*: committed to personal integrity and continual improvement.
- *Exercise Ownership*: accepting responsibility for outcomes and mission.
- *Develop People*: investing in and creating opportunities for others.
- Develop and manage the HUGS annual calendar, leading within time, budget, and people resources.
- Align personal and professional life to expectations for staff according to LifePoint policies.
- Participate in NextGen team meetings and collaborate across ministries to ensure accessibility and inclusion for all families.

Qualifications

- Management – able to manage volunteers, families, and ministry participants toward a common goal.
- Team Creation – able to identify, recruit, and train volunteers to create ministry teams.
- Communication – clearly and articulately speaks and writes without being overly verbose or talkative, consistently maintaining this standard in all forms of communication. Able to communicate one-on-one, and to small or large groups.
- Teamwork – reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- Strong relational IQ – shows sensitivity to and awareness of how people are responding and relating.
- Enthusiasm – exhibits authentic excitement over work. Has a can-do attitude.
- Administration – strong attention to detail.
- Personal Growth – able and willing to continue to self-teach and learn new skills that will develop professional, technical, personal, and spiritual skills.

Spiritual Criteria

- Faith – trusts in Jesus Christ, has a heart for the local church, has a growing relationship with Jesus Christ, and a passion to help others find and follow Jesus.
- Doctrine – fully agrees with the doctrinal perspective of LifePoint Church.
- Attends, supports, and is an active participant at LifePoint Church.

Education and Experience

- Minimum of 1-3 years of experience as a HUGS team member, or in a special needs related professional field.
- Possession of a BS/BA Degree in Special Education or related field, or extensive disability ministry experience.
- Working knowledge of Microsoft Office, database, and other related applications.