

# ICC Staff Team

## Job Description



### Family Ministry Associate

#### Job Brief

As Island Community Church's Family Ministry Associate, you will nurture and lead a thriving family ministry in an exciting urban context. Your goal is to use your gifts and skills to contribute to the mission and growth of the church, focusing on the discipleship and spiritual growth of children and families. This role is vital to our leadership team and the health of our church, requiring a sincere daily relationship with Jesus, personal spiritual health, evidence of a ministry calling, passion for relational discipleship, gifting and competency in family ministry, and compatibility with our leadership team, church culture, and urban context. While you are in a part-time role, you are an important part of the entire church and should share, along with every church member, a joyful participation and passion for our vision and purposes together.

**Ministry Coach and Supervisor:** Associate Pastor of Equipping

**Anticipated Hours Per Week:** 20-25

**Essential Availability:** Sundays, 8am-12pm; Wednesdays, 5-9pm

#### Responsibilities:

##### Family & Kids Discipleship

- Oversee Kids Sunday and Wednesday discipleship programming
- Help equip parents in their primary role in discipling their children within their home by providing discipleship tools, recommended resources, and organizing special events.
- Oversee the discipleship and mentoring of children and teens with intentional growth in the Family Ministry discipleship strategy.
- Choose discipleship curriculum in coordination with the Associate Pastor of Equipping
- Lead with passion and resourcing for leading kids to a personal faith in Jesus.
- Teach regularly within the Sunday and Wednesday teacher rotation.

### **Family Community & Care**

- Partner with Community Group Leaders to provide genuine friendship, encouragement, and support for all parents and families
- Intentionally plan family-specific opportunities and events outside of Sunday morning that encourage spiritual growth and connections
- Serve as the primary communicator and liaison between church staff, elders, and families.
- Oversee communication with volunteers and families to build relationships, mentor, and provide reminders and encouragement.
- Ensure visiting families understand the process of committing to ICC and are connected to discovery classes.
- Celebrate special events in the lives of families and kids (birthdays, holidays, new babies, etc.)
- Provide care and support for families within our church

### **Family Ministry Leadership (Organization & Volunteers)**

- Recruit, train, and mentor Family Ministry Volunteers for Sunday and Wednesday ministry
- Prepare volunteers for effective lesson preparation and teaching
- Prepare curriculum, lesson plans, supplies, and media for Sundays and Wednesdays
- Oversee the coordination of volunteer rotation and scheduling, ensuring classrooms are fully staffed and resourced.
- Coordinate volunteers for special events, such as worship services, family meetings, and community groups.
- Personally fill in for volunteer gaps as needed
- Ensure Family Ministry practices meet safety, legal compliance, and other expectations in cooperation with our Caring Well Leadership guidelines.

### **Additional Responsibilities**

- Represent the family ministry vision, needs, and events in all staff meetings and communications.
- Manage the family ministry budget and funds.