

ICC Staff Team Job Description



Family Ministry and Missions Associate (Part-Time)

Job Brief

As Island Community Church’s Family Ministry and Missions Associate, you will serve in a key support role alongside the Associate Pastor of Family Ministries and ICC ministry staff to help strengthen Family Ministry, Global Missions, and ministry operations at ICC.

This role combines ministry administration, volunteer coordination, classroom and curriculum preparation, communication, operational support, and hands-on ministry leadership within Family Ministry environments.

You will help create organized, safe, welcoming, and discipleship-focused environments for children and families while also supporting the logistical and administrative needs of ICC’s global missions efforts and ministry systems.

The ideal candidate is relational, highly organized, proactive, dependable, and passionate about helping ministries operate with excellence and care.

Reports to: Associate Pastor of Families and Global Missions Director, with collaborative support responsibilities alongside the Lead Pastor

Classification: Part-Time

Core Responsibilities

1. Family Ministry Support

Provide operational, relational, and programming support alongside the Associate Pastor of Family Ministries to help create organized, safe, welcoming, and discipleship-focused environments for children and families.

Responsibilities

- Assist with Sunday and Wednesday Family Ministry programming and environments.

- Coordinate volunteer scheduling, communication, and support for Family Ministry teams.
 - Help prepare classrooms, curriculum, supplies, and ministry resources.
 - Assist with check-in systems, communication, organization, and ministry logistics.
 - Support event planning and execution for Family Ministry initiatives.
 - Help create welcoming environments and supportive relationships for children, parents, and volunteers.
 - Assist in maintaining safety policies, classroom standards, and ministry procedures.
 - Serve as a complementary ministry presence alongside the Associate Pastor of Family Ministries, helping support families and ministry leaders with care and consistency.
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2. Global Missions Support

Provide administrative coordination for ICC's global missions efforts in collaboration with the Lead Pastor and Global Missions Director.

Responsibilities

- Assist with organization of global missions teams and short-term trips.
 - Coordinate travel logistics, including booking flights, lodging, and transportation.
 - Maintain organized records for missions team participation, fundraising, and communication.
 - Support communication with missionaries and global partners as needed.
 - Assist with event and meeting logistics related to missions education and mobilization.
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3. Ministry Operations Support

Provide selective administrative and operational support that helps ICC ministries function with organization, clarity, and excellence.

Responsibilities

- Help maintain ministry systems, communication tools, and Planning Center organization.
- Assist with scheduling, coordination, and ministry logistics as needed.
- Support ministry leaders through organization, follow-through, and administrative assistance on strategic projects and ministry initiatives.
- Help maintain clear communication and operational consistency across ministry environments.
- Assist with organization and preparation for ministry events and churchwide initiatives.

Qualifications

- A growing relationship with Jesus Christ and alignment with ICC's mission, vision, and values.
 - Relational, approachable, and able to build healthy relationships with students, families, volunteers, and staff.
 - Highly organized, detail-oriented, and capable of managing multiple responsibilities simultaneously.
 - Strong communication, administrative, and follow-through skills.
 - Ability to help create organized, safe, welcoming, and discipleship-focused ministry environments.
 - Ability to lead and support volunteers with warmth, consistency, and care.
 - Proficiency in administrative tools and systems.
 - Servant-hearted, flexible, proactive, and collaborative team player.
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Additional Staff Expectations

- Participate actively in ICC worship gatherings and church life.
- Maintain professionalism, reliability, and integrity in all communication and work.
- Exhibit initiative, flexibility, and ownership in assigned areas with a collaborative team mindset.
- Work flexible hours, including Sundays and occasional evenings or weekends for ministry events.