



Job Title: ICC Kids Director
Department: Paredes Campus
Reports to: Campus Pastor
Status: Exempt
Supervisory role: Yes
Last updated: 4/16/2025

International Christian Center wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary

To provide leadership, vision, and direction that creates a life giving atmosphere of vibrant and enticing discipleship and evangelism for the children, parents, and children's ministry team of International Christian Center. The Children's Director will manage the church-wide direction of ICC Kids across all campuses. This oversight includes direct responsibility for ICC Kids, Preschool, ICC Kids Family Check-in, and the development of Dream Team in the ministry.

Duties and Responsibilities

I. Essential Responsibilities

- Organize and disperse children's ministry curriculum across all International Christian Center's campuses.
- Develop and oversee implementation of policies throughout all locations and enforce compliance.
- Formulate children's ministry facility standards for existing and new campuses.
- Develop integrated training processes for nursery, preschool, kids, and Dream Team members.
- Work closely with ministry leaders at each campus and analyze effectiveness of programming and adjust as needed.
- Lead and build teams to execute all aspects of children's ministry for weekend services.
- Recruit, develop and train high quality leaders for staff and Dream team roles.
- Consistent communication with key leaders and parents.
- Develop healthy community among parents and equip parents for discipleship through Sunday and small group experience.
- Oversee all aspects of department administration to include: P.O. processing, budget forecasting, purchasing, departmental account tracking, and Human Resource needs.
- Responsible for staffing: interviewing process, recruitment of new staff, staff training, employee reviews, Dream Team recruitment.
- Help develop and maintain all security standards.
- Track growth for future development.
- Oversee and develop the Sunday experience for all children.
- Maintain a curriculum for children that reflects the teaching of International Christian Center.
- Oversee special event planning to include Summer Blast (VBS), Easter, Elementary Graduation, Mother's Day Sunday, ATM Month, Christmas & Dream Team appreciation events.

- Oversee quality of services and function at all campuses.
- Function as the liaison for the department to the management team.
- Lead department meetings and empower staff to fulfill their unique roles
- Oversee and develop all internal and external communication that represents the ICC Kids department.
- Maintain strong communication and relationship with Campus Pastor to ensure the vision of the Lead Pastor is implemented in all aspects of family ministry.

II. Supervisor Responsibilities

- All ICC Kids full time and part time staff at the Paredes campus.

Knowledge, Skills and Abilities

I. Abilities

- Ability to pastor people
 - Build meaningful relationships
 - Care for people
 - Disciple people
 - Train people
 - Develop leaders
 - Help people realize and reach their full potential
- Ability to lead others
 - Organization/management of leadership teams
 - Present vision to staff and leaders
 - Lead by serving others
 - Delegate well
 - Strong sense of team
- Ability to communicate to ICC KIDS team
 - Comfortable in front of people
 - Speak clearly and intentionally
 - Present ICC Kids's purpose and vision clearly

II. Skills

- Effective at multi-tasking and time management
- Excellent verbal, written, and oral communication skills
- Experience in Microsoft Word and Excel
- Exceptional problem-solving skills
- Maintain composure during stressful situations

Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds regularly and 50 pounds on occasion.

At ICC, every staff member is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff positions. An essential function within every position held by a staff member of ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Team Leader Signature

Date