

**The International Community Church of Surrey, England**  
seeks to hire a **Children's Ministry Director**



**Church:**

We are an international, inter-denominational, Christ-centered community of faith in Surrey, at the edge of the London Greater Metropolitan Area. Our membership includes expatriates, local British, and permanently settled immigrants. We are one third American, a quarter British, and the rest come from 20 different countries. At present, the congregation is made up of 65 families (115 adults, 70 children 0-18), with an annual turnover of 25-30% due to job transfers. We have two Sunday worship services in different locations at 10:30AM and 6:00PM. Further information can be found at: [www.icc-uk.org](http://www.icc-uk.org).

**Children's Ministry Director Role:**

The purpose of the Children's Ministry Director is to help young people (0-12) grow in their relationship with God and their understanding of the faith and the gospel, building a strong children's ministry that will serve the needs of families moving into the community. This position requires a person with appropriate spiritual and practical gifts and a calling to serve in this capacity.

**Job duties include:**

**Programming**

Oversee ICC's children's ministry. At Sunday worship services, we have a crèche/nursery (ages 0-4), "Adventure Kids" (ages 5-10), and "Discovery" (ages 10-12). The Children's Ministry Director will coordinate curriculum under the direction of the senior pastor, teach classes, and oversee volunteer teachers, recruiting and developing the children's ministry team as needed. They will also be responsible to arrange special events and activities (e.g., children's Christmas special performances, outreaches, etc.)

**Relational Connection**

Develop relationships with ICC children through personal contact and attendance at or involvement with their activities (i.e. sporting events, school concerts, clubs, etc.). Build relationships with parents, supporting them in their ministry to their children in the home. Reach out to students and families in the community outside the church, building relationships with them, and encourage ICC students and families to do the same.

**Administration**

Attend weekly staff meetings (prayer, scheduling, service and event planning.) Meet regularly with the senior pastor for supervision, discussion, and prayer. Produce promotional materials, website updates and social media posts. Create annual children's ministry budget under the supervision of the senior pastor and the church council. Participate in all aspects of church life, including worship, service, mission and fellowship events of the congregation. Our staff operates as a team, and each member is expected to be flexible and contribute to team needs outside their primary ministry. The Children's Ministry Director may be asked to perform other administrative and pastoral duties as assigned by the senior pastor (e.g., tech, set-up, worship, social media, photography, baptism, attending council meetings, etc.)

**Personal Characteristics**

A real and growing personal relationship with Jesus. A knowledge of and respect for the Word of God. A heart's desire to reach young people with the Good News of the Gospel. A commitment to children and a desire to see them grow in their faith. The maturity and flexibility to work in an interdenominational environment. A strong work ethic and commitment to do what it takes to get the job done. Personal integrity, dependability, and diligence. An ability to draw people and build

ministry programs. Teachable, flexible, and relational. The following characteristics would also be viewed favourably, but not required: previous ministry experience, experience with international or multicultural contexts, musical ability and worship team experience.

**Terms and Conditions:**

This is a part-time position, requiring approximately 15 hours per week. A salary offer will be made to the successful candidate.

**Application Process:**

Applicants should submit the following electronically by email to [ministryselection@icc-uk.org](mailto:ministryselection@icc-uk.org)

- a current résumé or CV in PDF format
- a cover letter explaining why s/he is interested in and qualified for this position
- a statement of philosophy of ministry
- the names, email addresses, and telephone numbers of two personal and two professional references who can be contacted, including relationship and period of acquaintance.