

## Children and Family Minister

The Minister is responsible for the Cathedral's comprehensive ministry to children (PK through 5<sup>th</sup> grade) and families, providing opportunities for both children and families to grow into the full stature of Christ.

In general, the ideal candidate would possess the following gifts:

- A passion for working with children and a deep commitment to their development as Christians
- A vision for ministry that includes developing new ways to support and advocate for parents as they strive to fulfill the promises made at their children's baptism.
- A willingness to further the Cathedral's vision of a deeper engagement with Houston's growing downtown residential community while maintaining vital contacts with members who live further afield.
- An understanding of personal gifts and passions that would lead to the development of new Cathedral initiatives and cooperative ministries.

Specific duties and responsibilities of the Minister include, but not limited to:

- Recruitment and training of volunteer staff
- Curriculum planning, creation, and development
- Weekly communication with Teachers and Coordinators
- Sunday school registration and record-keeping
- Equipping of classrooms: lesson materials, art supplies, administrative supplies
- Expressing teacher appreciation
- Planning and implementing special Lenten and Advent programs and projects
- Ongoing parent orientation
- Overseeing Cathedral Lighthouse Classroom and its paid Program Coordinator (including supervision of planning, training, scheduling)
- Coordination with Nursery Supervisor to ensure staffing, training of staff, planning for special services (including non-Sunday)
- Updating of Nursery Policies & Procedures as necessary
- Coordinate with Canon Vicar and Director of Youth Ministry to create a comprehensive program of Formation at Christ Church Cathedral and encourage multi-generational formation and fellowship opportunities
- Serving as staff representative to the Children's Ministry Council, including recruiting and formation of Council leadership and membership; encouraging the Council's work; and ensuring the effective implementation of its initiatives

- Communicating opportunities for children and family to the Cathedral community regularly and effectively
- Supervising the following staff members: Special Needs Program Coordinator, Music Leader, Nursery Supervisor, Nursery Caregivers

Additionally, the Minister coordinates the following Cathedral events:

- May Fete
- Way of the Cross for Children
- Flowering of the Cross on Easter morning
- End of the School Year Celebration
- Summer Place Sunday School
- Rally Day
- All Saints Day Outreach Project
- Advent Wreath Making
- Cathedral Christmas Party
- Christmas Camp
- The Christmas Play at the 4:00 Christmas Eve Service

Among the above events, May Fete is a major, century-ole Cathedral festival. The Minister is the staff representative for and primary coordinator of this event, responsible for recruiting and guiding the lay chairs of the event and ensuring that all volunteer recruitment, logistical planning, and event implementation is accomplished.

Additionally, the Minister shares in the coordination and leadership of the Shrove Tuesday Pancake Supper and the Camp Allen Weekend Parish Retreat.