



CATHEDRAL *of the* INCARNATION

EPISCOPAL DIOCESE OF LONG ISLAND



TITLE: Family Ministry Coordinator

The Cathedral of the Incarnation seeks a dynamic Family Ministry Coordinator to help engage families with children and young adults in intergenerational spiritual formation. The vision for Family Ministries here at the Cathedral is founded on three core values: Connection, Imagination, and Joy. We believe that spiritual growth happens when we are deeply connected to one another and to God. We believe that both children and adults experience spiritual growth when we are immersed in an environment of wonder and playfulness, which means exploring Christian faith through language, art, movement, music, nature, and service. And we believe that spiritual growth comes to us when we find joy in our worship of God and in our community. The ideal candidate will have experience working with children and families and share a passion for our core values.

JOB DESCRIPTION AND RESPONSIBILITIES

The Family Ministry Coordinator will be a part-time member of the Cathedral staff (30 hours per week) reporting directly to the Minor Canon for Family Ministries. They will assist in the coordination of the Cathedral's Family Ministries in the 2018-2019 program year, including the *Fellowship in Faith* intergenerational formation program and *Cathedral Youth*. In collaboration with the Minor Canon for Family Ministries and other members of the Cathedral team, the Family Ministry Coordinator will:

- Participate in the life of the Cathedral including Family Ministries programs, daily worship, and special events
- Assist in recruiting and training volunteers for Family Ministries programs
- Manage logistics for *Fellowship in Faith* Sunday mornings, including organizing volunteers, supervising preparation of learning spaces, and streamlining the check-in process for children
- Manage logistics for *Cathedral Youth* programs, including organizing volunteers, planning special activities, and service opportunities
- Design and lead age-appropriate formation activities for *Fellowship in Faith* and the *Cathedral Youth* programs
- Organize and maintain program records and communications through the Cathedral's online interface
- Assess and manage Family Ministries programs safety, including background checks for volunteers, photo releases, and *Safe Church* compliance of spaces

POSITION REQUIREMENTS

The ideal candidate for Family Ministry Coordinator will have:

- Commitment to daily prayer and a Christian pattern of life
- Ability to work collaboratively in teams to implement new programs and initiatives
- Exceptional organizational and administrative skills
- Excellent personal and professional communication skills
- Sense of humor and willingness to experiment, take risks, and make mistakes
- Experience in designing developmentally-appropriate programs and activities for children and youth
- Background in education, child development or psychology preferred
- Experience with mindfulness-based meditation, arts education, and/or Montessori-based education techniques (especially the Godly Play curriculum) are a plus, but not required

This is a 30 hour per week position. Schedules are flexible. The position requires regular office hours on weekdays in addition to Sundays and some evening events. Full benefits, professional development and advancement opportunities are available. **Send resume and cover letter to Kris Vieira: kris@incarnationgc.org**