



POSITION DESCRIPTION

Position Title:	Children's Liturgical Host
Reports to:	Operations Director with Children's Ministry Team Leader
Position Supervises:	Children
FLSA Classification:	2 hours per liturgy, includes Sundays and Major Feast liturgies.
Compensation:	\$20/hour
Last Updated:	October 24, 2019

SUMMARY

We are looking for a detail-oriented Children's Liturgical Host to join Holy Family HTX: a growing Episcopal church for people without a church. All roles in our church require a commitment to the pursuit and practice of anti-racist leadership and a commitment to LGBTQIA+ inclusion.

The Children's Liturgical Host is responsible for providing memorable moments of hospitality for children so that children can fully, actively, and consciously participate in the liturgy.

The right candidate will have an instinctive ability to curate dependable, safe, predictable, and hospitable environments.

RESPONSIBILITIES

- Ensure that Children's Area is set up and torn down for services.
- Go above and beyond with greeting families.
- Sunday morning shift runs from 10:00 am - 12:00 pm.
- You are expected to work all Sundays even if it falls on a holiday.
- You will not work the last Sunday of the calendar year.
- You will not work Easter Sunday.
- You will work the evening Liturgies on Ash Wednesday, Maundy Thursday, Good Friday, the Easter Vigil, and Christmas Eve.
- Report to the Children's Team Leader any issues which are hindering the carry out of the duties or responsibilities.
- Communicate by phone to the Children's Team Leader:
 - any planned absences with an advance two week notice, or
 - any unplanned absences at least two hours prior to the shift.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Keep supplies extremely clean, sanitized, organized, and tidy every week.
- Requires being able to carry children as well as getting down on the floor to play with them.
- Other duties as assigned.

EDUCATION + EXPERIENCE

- Previous childcare experience preferred.

QUALIFICATIONS DESIRED

- Must have excellent reliability and attendance.
- Must be able to develop effective relationships with children and parents.
- Ability to accomplish assigned projects, utilizing highly developed communication (written and verbal), project management, time management and collaboration skills.
- Must have reliable transportation.
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner.
- Understanding of basic first aid, including child/infant CPR training highly desirable.
- Job offer dependent upon successful completion of a criminal background check.
- If hired, must complete Safeguarding God's Children training.

EMBODY THE 10 HOLY FAMILY LEADER COMMITMENTS

- Give a Damn: *Am I personally proud of the way I'm doing my work?*
- Co-Create It: *Am I building community with others instead of for them?*
- Keep it Real: *Am I being honest with myself and others?*
- Be Curious: *Am I proactively learning from others...even other industries?*
- Aesthetics Aren't Optional: *Am I caring for the design of my work?*
- Theology Matters: *What are the theological questions and implications of my work?*
- Make it Easy for Newbies: *How can I make this easier for a newcomer to participate?*
- Do it with Distinction: *How can I do what needs to be done as well as it possibly can be done?*
- Stay Scrappy: *Am I creating solutions that others wish they'd thought of first?*
- Hospitality is Moral: *Am I creating memorable moments of hospitality?*

GOD'S MISSION + OUR PARTICIPATION

The Living God is restoring all people to unity with God and each other in Jesus Christ.

Holy Family co-creates church with people who don't have one so that together we can pursue:

- *Deep one-to-one connections. (Dinners, Parties, & MeetUps)*
- *The flourishing of the arts. (Commissions, Workshops, Exhibits)*
- *Theological learning that promotes justice, peace, and love. (Courses, Lectures, Podcast)*
- *Intimacy with God in Liturgies. (Eucharist, Baptism, Confirmation, Confession, Ministry to the Sick, Holy Matrimony, Ordination, & Burial of the Dead)*

We have a history of serving with people who:

- *Are Compelled by Beauty*
- *Want a More Just Society*
- *Engage in Thoughtful Discussion*
- *Consider Doubt to be a Normal Part of the Religious Experience*
- *Are Recovering from Spiritual Estrangement*
- *Are Undergoing Changing Beliefs*
- *Don't Tolerate Intolerance*
- *Want a Religious Community that Shares their Values*

HOW TO APPLY

Please email resume to info@holyfamilyhtx.org.

THE APPLICATION PROCESS

1. We receive your application.
2. We ask next-round candidates to take personality assessments (like Enneagram, Strengths-Finder, Birkman) to determine strengths, weaknesses, and compatibility with job responsibilities.
3. We interview next-round candidates in multiple rounds with multiple persons from our organization.
4. We perform statewide and nationwide background checks on next-round candidates.
5. We offer a letter of employment.

PHYSICAL DEMANDS

Physical Factors

- ✓ Standing Still
- ✓ Standing/Moving About
- ✓ Sitting
- ✓ Climbing
- ✓ Bending (stooping/crouching)
- ✓ Kneeling
- Crawling
- ✓ Reaching
- ✓ Handling
- ✓ Talking
- ✓ Driving

Hearing

- ✓ Normal Noise Level
- ✓ Occasional Loud Noises
- Constant/Very Loud Noise
- Constant Low Level Noise

Visual Demands

- Vision Essential
- ✓ Vision Not Essential

Environmental Demands

- ✓ Indoor
- ✓ Outdoor
- Hot Environment
- Cold Environment

Carrying

- Up to 10 lbs.
- 10-20 lbs.
- 20-50 lbs.
- ✓ 50-100 lbs.
- 100+ lbs.

Lifting

- Up to 10 lbs.
- 10-20 lbs.
- 20-50 lbs.
- ✓ 50-100 lbs.
- 100+ lbs.

Push/Pull

- Up to 10 lbs.
- 10-20 lbs.
- 20-50 lbs.
- 50-100 lbs.
- ✓ 100+ lbs.

Hazardous Conditions

- Respiratory Irritants
- Skin Irritants
- Allergic Irritants
- Wet Work-Hands
- Wet Work-Feet
- Operation of Heavy Equipment
- Working in High Places
- Climbing Ladders
- Use of Sharp Utensils
- ✓ Use of Electrical Equipment
- ✓ Exposure to Blood and Bodily Fluids