PALMER MEMORIAL
EPISCOPAL CHURCH
HOUSTON, TEXAS

Position: Director of Children and Family Ministries
Location: Palmer Memorial Episcopal Church, Houston, TX
Status: Full-time exempt
Reports to: Director of Parish Life
Compensation: Salary commensurate with experience, full health benefits, and pension benefits offered through the Church Pension Group (CPG)

Summary: Palmer Memorial Episcopal Church seeks a full-time Director of Children and Family Ministries to provide vision and leadership in the parish's commitment to nurture and strengthen the faith of children (birth through 5th grade) and their families. This position is open to both lay and ordained candidates. The Director will ensure that Palmer's ministry to children and their families is thoughtfully structured, sustainably supported, and aligned with the parish's mission and values. Working closely with clergy, staff, and a committed group of lay volunteers, this individual will cultivate meaningful opportunities for children to encounter God through worship, formation, service, and play. At the same time, the Director will equip and encourage parents to take an active role in their children's faith formation by providing support and resources that help families integrate the Christian faith and hope into the rhythms of their daily lives.

Primary Responsibilities

- Develop and nurture pastoral relationships with Palmer's children and families across various communication channels and by maintaining an active presence at worship services, formation offerings, parish events, and other key gatherings
- In consultation with parents, select, develop, and adapt curriculum for Children's Liturgy Prep during the 10:00 AM worship service and oversee its implementation
- Foster age-appropriate opportunities for children and their families to gather for fellowship and community building
- Equip parents to serve as their children's primary faith mentors through weekly Parenting Circle conversations and the curation of seasonal faith-formation resources that help families engage Christian practices throughout the year.
- Develop and coordinate summer formation opportunities for children with the assistance of volunteers (e.g. Vacation Bible School, Choir Camp, etc.)
- Recruit, schedule, and support volunteers who serve in children's formation ministries
- Be responsible for scheduling contract nursery services to provide childcare on Sunday morning and during special events.
- Assist in coordinating yearly and seasonal parish events, specifically planning for the children's programming at such events (e.g. Parish Retreat, Carnivale, Holy Week, etc.)

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- Partner with the director of the Children's Choir to ensure that the two programs are mutually reinforcing, and collaboration with the Youth Minister to assure children have smooth transition into Palmer's youth ministry.
- Plan and oversee budget line items for Children and Family Ministries.

Required Qualifications

- Bachelor's degree from an accredited institution
- At least 3 to 5 years of experience in children's, family, or related ministry
- Active member of the Episcopal Church or one of its ecumenical partners
- Demonstrated commitment to Christian formation and discipleship
- Prior experience working with church management software (ChMS), and willinging to integrate its use into workflow
- Compliance with the Episcopal Diocese of Texas Safeguarding requirements
- Strong organizational, relational, and communication skills
- Enjoys working collaboratively with others

To express interest in this position please email a resume and cover letter to employment@palmerchurch.org.