

## POSITION DESCRIPTION – CANON FOR WELCOME & DISCIPLESHIP

Title: Canon for Welcome & Discipleship

Reports to: Canon Vicar

Job Status: Full-Time

Location: Christ Church Cathedral, Houston

### Organization Overview:

Christ Church Cathedral is an Episcopal church that also serves as the Cathedral for the Episcopal Diocese of Texas. Since 1839, the Cathedral has gathered a diverse community of worshippers from across the Houston metropolitan area. Its history is rooted in the generosity, vision, and faithfulness of successive generations whose commitment to worship, service, and hospitality continues to shape our ministry today.

The Cathedral remains a thriving congregation known for its vibrant worship, deep commitment to discipleship, and active engagement with the needs of Houston—serving as a spiritual home to many and as a catalyst for ministries that support our city’s most vulnerable neighbors.

### Position Overview:

The Canon for Welcome & Discipleship is a clergy position responsible for cultivating a culture of hospitality, belonging, and spiritual growth within the Cathedral community. This role oversees newcomer engagement, adult Christian formation, lay leadership development, and pathways that support deeper discipleship.

The Canon provides pastoral leadership, works collaboratively across ministry areas, including support for Latino/Hispanic ministry. Bilingual ministry (English/Spanish) is preferred to serve the full breadth of our congregation.

### Essential Functions and Responsibilities:

#### 1. Welcome, Hospitality & Newcomer Integration

- Lead and coordinate the Cathedral's ministry of welcome, ensuring newcomers are greeted warmly and guided into parish life.
- Oversee visitor follow-up, newcomer events, and integration pathways.
- Train, support, and develop volunteers engaged in hospitality and welcome ministries.
- Serve as staff lead for the Welcome Council.
- Provide leadership and oversight for current Welcome Ministries, including:
  1. Cathedral Tours
  2. Wednesdays at the Cathedral
  3. Greeters
  4. Downtown Cathedral Lunch
  5. Newcomer Luncheons
- Collaborate with and support the Minister for Community Life.

## 2. Christian Formation & Discipleship

- Direct adult Christian formation, including Bible studies, forums, small groups, seasonal classes, and retreats.
- Identify, train, and support lay leaders who teach, facilitate, and guide discipleship ministries.

## 3. Lay Leadership Development

- Foster leadership pipelines for hospitality ministries, formation programs, small groups, and pastoral ministries.
- Equip lay leaders through training, mentoring, coaching, and spiritual development.

## 4. Pastoral Presence

- Provide pastoral care, including prayer, home visits, and hospital visits.
- Participate in worship leadership, preaching, teaching, and sacramental ministry.
- Share in clergy rota duties for Sundays, formation events, Bible studies, pastoral support, and liturgical seasons.

## 5. Ministry Coordination & Administration

- Collaborate with clergy, ministry staff, communications teams, and administrative partners to ensure effective newcomer follow-up and promotion of formation opportunities.
- Manage budgets for Welcome Ministry and related areas.
- Maintain records and data systems related to newcomer engagement.

### Skills, Knowledge, and Abilities:

- Strong pastoral presence rooted in the Episcopal tradition.
- Demonstrated excellence in preaching, teaching, and spiritual formation.
- Ability to work collaboratively with clergy, staff, volunteers, and ministry teams.
- Strong communication and interpersonal skills.
- Ability to mobilize, equip, and support volunteers and lay leaders.
- Familiarity with web-based and database systems.
- Bilingual proficiency (English/Spanish) strongly preferred.

### Education and Experience Required:

- Ordained Episcopal clergy (priest).
- Experience in congregational ministry, with emphasis on formation, welcome ministries, or pastoral care.
- Experience in multicultural or bilingual ministry preferred.

### Physical Demands:

Ability to communicate verbally, both in person and by phone. Position may require sitting for extended periods at a computer, as well as standing or walking for prolonged periods during ministry activities. Ability to stoop, kneel, bend, reach overhead, climb stairs, and lift up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Limitations and Disclaimers:

This job description is intended to describe the general nature and level of work performed; it is not an exhaustive list of responsibilities or duties required. Duties may be modified or assigned by the supervisor as needed, in accordance with federal and state laws.

Employment at Christ Church Cathedral remains on an “at-will” basis.