



Washington National Cathedral

Head of Flower Guild

JOB SUMMARY:

The Head of the Flower Guild is a ministry-focused leadership role dedicated to enhancing the worship experience through the beauty of God's creation. This individual manages an experienced and robust volunteer team to plan, design, and maintain floral arrangements that beautify the Cathedral's worship spaces while strictly adhering to the liturgical calendar and the Cathedral's aesthetic standards.

DUTIES AND RESPONSIBILITIES:

- Liturgical Planning & Artistic Design
 - o Collaborative Vision: Consult regularly with the Canon Precentor and Canon for Worship to ensure all floral presentations reflect the liturgical calendar, themes of the liturgy, and specific requests from partners or sponsors.
 - o Creative Execution: Design and oversee the placement of creative floral (and other) presentations for weekly services, special events, and major feasts (Easter, Christmas, Lent, and Pentecost).
 - o Pastoral Offices: Meet directly with couples and families to arrange floral displays for weddings, funerals, and memorial services, balancing their personal wishes with their means and Cathedral policies.
- Volunteer Management & Education
 - o Recruitment & Onboarding: Develop strategies to attract, onboard, and mentor qualified volunteers.
 - o Training & Development: Create orientation programs and provide ongoing creative direction. Train volunteers in floral design techniques, "designated mechanics," and the care and handling of a variety of flowers and greenery.
 - o Supervision: Schedule and supervise volunteers to implement designs based on written instructions, photos, or drawings. Facilitate regular meetings and provide feedback.
 - o The Flower Seminar: Coordinate, plan, and execute the annual Flower Seminar to promote education and community engagement.
- Administrative & Financial Oversight
 - o Budgeting: Work with the Canon for Worship to prepare the annual Flower Guild budget. Submit invoices to the Head Verger and reimbursement requests to the Special Services/Worship Manager.

- o Procurement: Create "recipes" and place weekly orders for flowers and supplies. Organize the conditioning of fresh flowers to ensure longevity and minimize waste.
- o Governance: Annually update the Flower Guild Handbook and Policies and Procedures manual; ensure all volunteers are briefed on updates.
- o Development Liaison: Coordinate the management of flower endowments and donations with the Department of Membership and Development.
- Operations & Logistics
 - o Departmental Integration: Attend weekly Worship Department staff check-ins and serve as the primary contact for all floral decorations.
 - o Facilities Coordination: Collaborate with Facilities and Sextons on "set-up" needs, equipment (pedestals, vases), and the maintenance/cleanup of work areas.
 - o Record Keeping: Maintain detailed records of arrangements created throughout the year, specifically for Thanksgiving, Christmas, and Easter.

Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Education:
 - o High school diploma or equivalent required. While a college degree is often not strictly required, formal certification in floral design is highly preferred
 - o Formal training or certification in floral design (e.g., AIFD- American Institute of Floral Designers, CFD-Certified Floral Designer) or related field.
- Experience
 - o Floral Design and arranging (minimum of 4-5 years): Proven experience in professional floral design, with a specific focus on small to medium designs that are consistent with the Cathedral liturgical norms for various occasions (e.g., weddings, galas, or corporate events) that mirror the scale of a Cathedral nave.
 - o Strong portfolio showcasing creativity and technical skills.
 - o Leadership and team management experience, with the ability to inspire and motivate volunteers.
 - o Strong understanding of floral varieties, care and handling techniques, and industry trends.
 - o Excellent organizational and time-management skills, with the ability to handle multiple priorities.
 - o Exceptional customer service and communication skills, both written and verbal.
 - o Liturgical/Ecclesiastical Experience (2–3 Years preferred): At least a few years of experience working within a church environment or a deep familiarity with the Episcopal/liturgical calendar to ensure designs are contextually appropriate. Knowledge of liturgical practices and their connection to floral design.

KNOWLEDGE, SKILLS, ABILITIES:

- Commitment to the Cathedral's mission and vision.
- Demonstrated administrative and leadership abilities.
- Strong team player; willingness to support and work with others within Worship Department and other departments, as well as worshippers and volunteers.
- Excellent communication and interpersonal skills; hospitable attitude.
- Knowledge of and an interest in the Episcopal Church and its liturgy.

- High level of initiative, attention to detail, excellent organizational skills, and ability to perform multiple concurrent tasks.
- Proficiency in Microsoft Office Suite and database management; ability to maintain an online calendar.

WORKING CONDITIONS:

- Willingness to work flexible hours, including weekends and holidays, as required by special service/event schedules and liturgical seasons.
- The position requires prolonged sitting, standing, walking, climbing stairs, reaching, twisting, turning, kneeling, bending and stooping in the performance of daily activities.
- The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.
- The position also requires near and far vision for reading and preparing written reports and other required documents.
- Acute hearing is also required when providing phone assistance.
- The need to lift, drag, push and pull files, reports and other materials weighing up to 25 pounds is also required.

Washington National Cathedral is an equal opportunity employer and strives to create a more diverse and inclusive atmosphere for all. Applicants will not be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, or national origin.

We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.

Washington National Cathedral seeks individuals who are committed to our mission. We appreciate interest from those who will contribute to an atmosphere in which diversity is valued and supported.

Salary Range \$70,000 - \$80,000 commensurate to experience