



## **JOB DESCRIPTION**

**Job Title: Vice-Dean/Canon for Spiritual Life**

### **Reporting Relationships**

This position reports to the Dean of the cathedral

### **Job summary**

The Vice-Dean is a senior leadership position and is a member of both the Dean's Council and the Cathedral Chapter. The Vice-Dean oversees and supervises staff members in charge of congregational life and formation, music and liturgy, social justice, and evangelism. The Vice-Dean provides leadership in emerging social justice initiatives and manages relationships with community partners and Episcopal affiliations. When the Dean is absent, the Vice-Dean assumes many of the Dean's leadership functions.

### **Primary Duties & Responsibilities**

- Serve as a member of the Dean's Council to help direct the [mission and vision](#) of Grace Cathedral and execution of the [strategic plan](#)
- Serve as a member of the Cathedral Chapter to formulate policies and make decisions to ensure the smooth operations of the Cathedral
- Work with the Dean and staff on social justice initiatives and outreach ministries and serve as the staff liaison to the Social Justice Working Group
- Work effectively with diverse communities within the congregation and in the wider community
- Supervise and mentor the Canon for Innovative Ministries to strengthen the connections with the "spiritual but not religious" community
- Define and develop new pathways to membership
- Provide vision and overall planning for the staff responsible for the liturgical, congregational and spiritual life of the Cathedral
- Supervising and working with the Canon Precentor and Canon Director of Music, ensure Episcopal liturgies are theologically informed and solidly grounded in the tradition and practice of the Episcopal Church
- Provide direct supervision to the staff members responsible for the care, formation and sense of belonging of the congregation



- Ensure that responsible and effective pastoral care is in place throughout the Cathedral community
- Supervise the clergy to foster a culture where the lay leadership of the congregation is supported, encouraged, and empowered, working with the staff to ensure that all ministries under the Grace Cathedral umbrella are aligned with our mission and vision
- Oversee the Congregation Council, encourage volunteer participation, work to resolve conflicts that arise, develop new ministries, and conclude ministries that are no longer needed
- Nurture the cathedral's interfaith relationships, and oversee our representation on the San Francisco Interfaith Council

### **Qualifications Required**

- Extensive and successful experience managing staff
- Proven management experience in large congregations
- Excellent communication and preaching skills with the ability to connect theology and tradition of the Church to contemporary culture
- Demonstrated experience working collaboratively with communities of color and low-income communities
- Familiarity with common technologies for management and collaboration, comfort with broadcasting sermons and programs, at ease with learning new technologies to advance mission and ministry.
- Masters of Divinity or equivalent

### **Personal Qualities Desired**

- Ability to model spiritual maturity and grace
- Comfortable in a role that supports the dean
- Collaborative leadership style
- Confident
- Detail oriented and willingness to solve problems
- Self-directed and ability to manage deadlines and conflicting priorities
- Ability to delegate, inspire, motivate, and develop others
- Excellent people skills, with an ability to partner with a dynamic leadership team

**Employment Classification: Full-time, exempt**