



## JOB DESCRIPTION

**Job Title: Executive Pastor/Canon for Spiritual Life and Social Justice**

### **Reporting Relationships**

This position reports to the Dean of the Cathedral

### **Job summary**

The Executive Pastor is a senior leadership position and is a member of both the Dean's Council and the Cathedral Chapter. The Executive Pastor oversees and supervises staff members in charge of congregational life, formation, music, liturgy and evangelism. The Executive Pastor provides leadership in emerging social justice initiatives and manages relationships with community partners and Episcopal affiliations. When the Dean is absent, the Executive Pastor 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 the execution of the strategic plan
- Serve as a member of the Cathedral Chapter to formulate policies and make decisions to ensure the proper management of the Cathedral
- Work with the Dean on social justice initiatives and outreach ministries while serving as the staff liaison to the Board of Trustees Social Justice Committee
- Supervise and mentor the Associate 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
- With the 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
- Develop and maintain positive relationships within the interfaith community of San Francisco and serve as the Cathedral's representative on the San Francisco Interfaith Council

### **Qualifications Required**

- At least ten years of 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
- Masters of Divinity or equivalent

### **Personal Qualities Desired**

- Spiritual maturity
- 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**



## THE APPLICATION PROCESS

As a first step in the application process, please submit:

- A letter of intent
- Curriculum vitae
- A link to a recording of a sermon, or other similar public appearance, if possible
- An OTM Portfolio

To assist with the initial selection, the Search Committee has requested responses within your letter of intent to the following questions. To each question, please limit your responses to 350 words.

1. Please share with us how your experience matches with the qualifications for the Executive Pastor as described.
2. What has been your experience as a spiritual leader with responsibility for running an organization?
3. Describe a conflict among staff members that you helped resolve. What was the outcome?
4. Describe your philosophy of ministry, mission, stewardship, and evangelism. Based upon your philosophy, how would you perceive it being carried out in the context of a cathedral that has a diverse congregation and is situated in a large and diverse metropolitan area?

Please submit all materials electronically to: [Search@gracecathedral.org](mailto:Search@gracecathedral.org).