



JOB DESCRIPTION

Position Title

Director of Social Justice and Outreach Ministries

Employment Classification

Full-time, regular, exempt

Reporting Relationships

This position reports to the Vice Dean

Working at Grace Cathedral

Grace Cathedral is the cathedral church of the Episcopal Diocese of California. Our vision is a spiritually alive world, and our mission is to reimagine church with courage, joy and wonder. With a growing congregation of approximately 700 households, our Sunday services, Evensong and Innovative Ministries offerings and cultural programs are also attended by out-of-town and local visitors, including people from other Christian denominations and faith traditions.

Under the direction of the Dean, with oversight and inspiration from the Bishop and a Board of Trustees, the leadership staff of the cathedral is known as the Chapter and is comprised of senior clergy and lay department heads. An elected Congregation Council supports the cathedral's ministries through leadership and volunteering.

At Grace Cathedral, we celebrate diversity, are committed to anti-racism, and seek applicants who will bring their unique experience to enrich our culture and organization..

Job Summary

In collaboration with the Dean, clergy, congregation and senior leadership of Grace Cathedral, the Director of Social Justice and Outreach Ministries is responsible for helping advance social justice initiatives and coordinate and oversee outreach ministries.

Using the cathedral's Vision and Mission Statements, Strategic Plan and Social Justice Roadmap, the Director co-chairs the Social Justice Working Group with a trustee and liaises with the social

justice subcommittee of the Congregation Council to bring opportunities for social justice advocacy to the Chapter and the Office of Communications.

The Director is a member of the Office of the Congregation. With other cathedral clergy, the Director assumes an appropriate share in liturgical and pastoral leadership. Sundays are a regular part of the workweek for this position for which a 40 to 50-hour work week is expected.

Primary Duties and Responsibilities

- Convene congregation, trustees, clergy, senior leadership and staff around issues of social justice.
- Develop congregational and institutional alignment around a principal advocacy initiative and leverage the cathedral's capacity for social justice advocacy across programs, services, departments and media.
- Partner with the Director of Interfaith Engagement and other cathedral stakeholders to nurture and deepen existing institutional partnerships and cultivate new, reciprocal affiliations as appropriate.
- Partner with the Minister for Congregational Life and affiliated staff to develop and grow social justice work with children, youth, families, seniors and the Congregation Council.
- Oversee direct service and outreach ministries, with the aims of efficacy, community building and mutual transformation.
- Play a full role as a member of the clergy team, exercising liturgical and pastoral leadership, including presiding, preaching, teaching, pastoral care and offices;
 - Participate in the pastoral care of a large congregation through home and hospital visits, pastoral counselling and pastoral liturgies;
 - Be on-call one day a week for pastoral drop-ins and on-call for emergency pastoral care one week out of four;
 - Liaise with the Weddings and Events Coordinator and assign weddings to clergy;
 - Serve as the primary pastor of one of the cathedral congregations.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

Requirements

- Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals.
- Ordained priest in the Anglican communion, in good standing, with a mature prayer life and discipline of ongoing study.
- Robust theology of social justice, with the ability to engage multiple audiences.
- Demonstrable excellence as a liturgical leader and preacher.
- Passion for working for social justice and vision of its role in the life of the church, with demonstrable experience in program management and social justice advocacy.

- Skilled project manager and collaborator with a commitment to shared tools and process management with staff colleagues and volunteers.
- Competency using social media in your ministry.
- Self-directed and able to manage deadlines and conflicting priorities.
- Experience with and comfort in an organization with multiple lines of authority.
- Core functions require being able to speak, hear, see, and follow reasonable ergonomic recommendations to use a telephone, computer and monitor for extended periods. Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.

Application Procedure

- Email a single PDF of your OTM portfolio and résumé with a letter of interest to search@gracecathedral.org.
- Include position title in the email subject header.
- Rolling application period is open immediately and ends September 15, 2021.
- No faxes or phone calls please.