



GRACE
CATHEDRAL

JOB DESCRIPTION

Job Title

Liturgical Resources Manager

Compensation and Benefits

We understand and are committed to the principle that to attract and retain exceptional colleagues it is essential that compensation be highly competitive. In addition to salary, on-site housing is available for this position as part of the total compensation package (see below).

Our benefits package includes 100% medical, dental and vision premium coverage for employees and 100% for dependents; a retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday!

About Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral and house of prayer for all people. We work actively to foster interfaith engagement and promote racial, gender and LGBTQ+ justice, environmental stewardship, citizen awareness, support for seniors and an end to gun violence.

Our mission is re-imagining church with courage, joy and wonder.

We believe diversity is a strength to be fostered and celebrated. We are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

Job Summary

This is a regular, full-time, exempt position reporting to the Canon Precentor and Director of Interfaith Engagement. The role of the Liturgical Resources Manager (LRM) includes many functions historically filled by a verger, as well as those that prepare cathedral liturgy in the digital space. The LRM is the hub connecting multiple cathedral teams and ministries. Essential to the position is having a warm disposition toward visitors and pilgrims in the cathedral church; and being energized by facilitating liturgy and ministry with daily, weekly and seasonal rhythms.

Job Duties and Responsibilities

- Assure thorough preparation of the cathedral church for all occasions of prayer
 - Foster reverent, appropriate use of the cathedral space, fabric, and sacred objects
 - Maintain cathedral worship spaces and supplies
 - Ensure regular cleaning and maintenance of linens
 - With colleagues, arrange furniture and participant seating
 - Liaise with the Dean's Verger to ensure maintenance and repair of furniture, vessels and sacred objects
 - Direct and oversee seasonal decoration of the cathedral

- Participate in weekly layout, review, production and printing of custom leaflets, altar books, prayers, and related materials
 - Support the adoption of shared tools and resources, including online calendars, schedules, customaries, etc.
 - Ensure thorough record-keeping in accordance with Episcopal Church requirements and cathedral key performance indicators
- Participate in and work with staff partners to ensure other roles are filled and equipped for cathedral liturgies
 - Ensure vergers coverage for cathedral liturgies and serve regularly as a vergers
 - Coordinate ministries and guilds including ceremonial Vergers; Acolytes; Bread Bakers; Altar Guild; Flower Guild
 - In partnership with the Canon Precentor: recruit, train, equip, and schedule staff and volunteers; develop patterns of volunteer appreciation
 - With the Canon Precentor, assure adherence to best practices for safety and public health in worship
 - Regular attendance and rota'd responsibilities for the weekday Eucharist and Daily Office, including Zoom hosting
- Provide secondary coverage for key operational functions, including:
 - Basic operation of lighting and sound systems
 - Conduct rehearsals and the vestry for principal liturgies
 - Liaise with and equip diocesan and external bodies to conduct liturgies in the cathedral church
 - Open and close the cathedral building
 - Welcome visiting clergy, organists, and other guests.
- 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.
- Must provide proof of being fully vaccinated against COVID-19 and follow all public health practices required by the cathedral.
- Ease at prayer in the prayer book tradition. Understanding of church architecture and sacramental practices, Episcopal/Anglican polity, and the distinctive role of a cathedral in the Episcopal tradition.
- Excellent written, verbal and interpersonal communication skills in English; bi/multi-lingual abilities a plus.
- Collaborative spirit and leadership style; instinct to equip and teach service participants and colleagues at every level to be successful in their work.
- Formal training in church history, liturgy, church music and/or worship, in the Episcopal/Anglican, Roman Catholic or Lutheran traditions, such as undergraduate or graduate course work, or Education for Ministry.
- Ability to manage projects and deadlines in a high-volume, cyclical and matrix environment.
- Sophisticated user of technology and aptitude for sharing digital tools, templates and software practices. The position requires regular use of InDesign, Acrobat, Word and Excel; as well as Outlook resource calendars, and ministry scheduling software. Software training can be provided.
- Essential functions of this position require ability to lift up to 60 pounds; speak, hear and see; follow reasonable ergonomic recommendations to use a telephone, computer and monitor; move furniture frequently; climb stairs, sit, kneel, and stand or walk on cathedral pavements for extended periods.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential functions of the position.
- Criminal background clearance required post offer.

Requirements for Housing on the Cathedral Campus

- On-site housing is available though not required for this position. For staff who live on site, housing is included as part of their total compensation with additional requirements, including:
 - Staff apartments are single-occupancy only

- Arm/disarm building alarms as needed; investigate and turn off false alarms
- Respond safely to emergencies, notify other residents, guests and/or anyone working on site, call 911 as needed, notify supervisor and appropriate Chapter members, retain police report if applicable, file report
- Must remain on site overnight a minimum of 5 regularly scheduled nights a week and coordinate with supervisor and other resident(s) to ensure that at least one person is present overnight each night to respond to after-hours emergencies that may arise
- Consult the Canon for Operations for additional responsibilities and rules about guests, pets, building access, etc.

To Apply

- Email cover letter and résumé to jobs@gracecathedral.org
- Include position title in the email subject header.
- No phone calls please.