



COME SERVE WITH US!

Open Position

Grace Cathedral is seeking qualified candidates for **Succentor**.

Job Summary

The Succentor is a newly ordained Episcopal priest who reports to and assists the Canon Precentor in the development of the liturgy, worship and sacramental life of Grace Cathedral, where diverse people gather to worship, celebrate, seek solace and learn. The Succentor ensures continuity of operations in the Precentor's absence and contributes to the expression of cathedral vision and culture in the design and execution of cathedral liturgy.

This full-time exempt position requires living on site to respond to after-hours emergencies. An unfurnished one-bedroom private apartment is provided and included as part of the compensation. Staff apartments are single occupancy only.

Working at Grace Cathedral

Grace Cathedral is the cathedral church of the Episcopal Diocese of California with a resident congregation of more than 500 households.

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

Our ministries include working to advance racial, gender, socioeconomic and LGBTQ+ justice, environmental stewardship, citizen awareness, support for seniors, and an end to gun violence. We celebrate diversity, are committed to anti-racism, and seek job candidates who will bring their unique experience to enrich our culture and organization.

Primary Duties and Responsibilities

- Work cross-departmentally and collaboratively to contribute to liturgical design and decision-making.
- With the Canon Precentor assure clergy and lay staff coverage in the weekly and seasonal rhythms of common prayer.
- Lead the production of custom worship materials, including service leaflets, prayers, altar books, lectionaries, customaries, and other resources.
- Play a full role as a member of the clergy team, exercising liturgical and pastoral leadership, including officiating at offices, weddings, and funerals; preaching and teaching; presiding at the Eucharist; and pastoral care. Each clergy person has one call day per week and one week per month on call with a pastoral emergency line.

- Liaise with the Weddings and Events Specialist to ensure appropriate staffing, liturgical guidelines and production of them
- Liaise with Diocesan, Cathedral School for Boys, and community partners in the development and execution of Episcopal and special services.
- Follow all required health and safety policies of the cathedral and diocese.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

On Site Housing Responsibilities

- It is a requirement of this position to reside on the cathedral close. An unfurnished, one-bedroom apartment is provided rent-free including utilities as part of the total compensation for the position.
- There is one other staff person who is similarly required to live onsite. Each resident employee must remain on site overnight a minimum of 5 nights a week and coordinate absences to ensure that at least one resident employee is present each night to respond to after-hours emergencies.
- Arm/disarm building alarm, and investigate and turn off false alarms, as needed.
- Respond safely to emergencies, notify other residents, guests and/or anyone working on site, call 911 as needed, notify Canon for Operations and appropriate Chapter members, retain police report if applicable, submit incident report to the Canon for Operations.
- Staff apartments are single-occupancy only; see Canon for Operations for complete rules and responsibilities pertaining to guests, pets, smoking, building access, etc.

Required Skills, Experience and Expectations

- Alignment with the vision, mission, and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals.
- A newly-ordained (0-2 years) Episcopal priest in good standing with a mature prayer life.
- Demonstrated understanding of the unique call and role of a cathedral, the Grace Cathedral vision and culture.
- Facility with Episcopal liturgical theology, practice, and resources.
- Ability to engage worship in a high-volume, multi-departmental technical environment, with advanced use of software, collaborative tools, and attention to ecology, equity and accessibility.
- Sophisticated command of Excel or InDesign is expected.
- Facility with supporting and developing staff, volunteers, colleagues, and superiors as liturgical leaders.

- A collaborative approach to people and project management, an effective diplomat and creative problem-solver.
- Must work Christmas Eve, Christmas, Easter and other feast days as needed, as well as the day before Ash Wednesday to help support the annual fundraising gala.
- Spanish fluency is desirable.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer.

How to apply

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