



We're seeking an experienced and well-qualified
Worship Associate (part-time)

Job Summary

The Worship Associate is a part-time nonexempt position working up to 20 hours a week who reports to the Succentor. The Worship Associate leverages general knowledge of Episcopal liturgy in the preparation and production of cathedral liturgy in person and on Zoom. The work schedule for this position varies and includes Sundays and principal feasts, as well as evenings, weekends, holidays, and occasional weekdays as needed.

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 to re-imagine church with courage, joy, and wonder. A house of prayer for all people, Grace Cathedral is a place of inclusive community and spiritual practice, social justice work, music, arts, yoga, and more. We actively work to advance racial, gender, and LGBTQIA+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work. We celebrate diversity, we're committed to anti-racism, and we seek job candidates who will bring their unique experience to enrich our culture and organization.

Primary Duties & Responsibilities

- Prepare space, vestments, and sacramentals for services.
- Serve as a ceremonial vergier, volunteer convener, and in other guiding roles in cathedral liturgy.
- Assist in the preparation of altar books, readings, and other custom service materials
- Support Zoom-based offices and participate in a regular rotation of spoken leadership, such as reading or bidding prayers.
- Support and equip related volunteers and volunteer guilds.
- Assist the Principal Vergier and Succentor with special and seasonal projects.
- Maintain records of services, to include but is not limited to dates, times, attendance, and number of communicants.

- Contribute to developing and maintaining customaries, diagrams, and other key documentation.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

Required Qualifications, Skills & Experience

- Alignment with the vision, mission, and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals.
- General knowledge of Episcopal tradition, liturgy, and authorized resources; understanding of the distinctive role of a cathedral in the Episcopal tradition.
- Adept user of standard Microsoft Office products including Word, Excel, and OneDrive in a Mac-based environment.
- Keen observer of space and space use, people, and patterns, especially in the context of camera angles and movement during worship.
- Excellent judgment and a strong sense of decorum and discretion.
- Collaborative spirit and natural team player.
- Ease at prayer.
- Essential functions of the position require use of a telephone and computer, ability to sit for extended periods, stand, reach, bend, lift, climb stairs, carry up to 40 pounds.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.
- Criminal background clearance required post offer.

Hourly Rate

\$28.00 per hour

How to Apply

- Please complete the form at the link below:
<https://gracecathedral.org/worship-associate-application/>
- No phone calls please.