

# CHRIST CHURCH CATHEDRAL

## WIDENING THE CIRCLE OF GOD'S EMBRACE THROUGH HEART AND VOICE

### CANON AND SENIOR ASSOCIATE

Status: Exempt

Supervisor: Rector and Dean

**Principal Function:** As the senior associate clergyperson of the Cathedral, the Canon's primary role is to support the Dean in furthering the mission and ministry of Christ Church Cathedral. Specifically, the Canon is responsible for day-to-day programmatic operations: leading daily check-ins, overseeing project and program progress, and ensuring seamless integration of our mission and ministry with our daily practices.

As well, the Canon and Senior Associate also has a particular role in new ministry development, working with the Dean and the Canon for the Circle to develop a strategy and ministry programs to make meaningful connections with the many new neighbors (especially Millennials and empty-nesters) who are moving to and living in downtown Indianapolis.

Duties include, but are not limited to:

### **Sacramental and Liturgical Leadership**

- Shares in the celebrating, concelebrating and preaching of our Sunday services and programs and rotates presence among Sunday formation ministries.
- Shares in the celebrations of weekday Holy Eucharists.
- Shares in the keeping of the Daily Office each weekday (with the exception of the Canon's day off).

### **Staff Leadership**

- Serves as primary staff member to offer counsel and support to the Dean.
- Represents the Dean when he is otherwise engaged at internal and external events.
- Leads and supervises the Canon for Spiritual Formation, Canon for the Circle, the Canon Pastor, and the Deacon, keeping them on track with both individual and team goals and supporting their ministry.

- Coordinates with the Chief Operating Officer and Canon and Director of Music and other staff in preparing weekly staff meetings (e.g. Communications, Liturgy, and Pastoral Care), ensuring progress in team goals and coordination in all areas.
- Supervises liturgical guilds, overseeing worship life of the congregation.

### **Ministry Leadership**

- Recruits, trains, and then equips, empowers, and enables lay leaders and ministries within the areas of:
  - Neighborhood Evangelism: Working with the Canon for the Circle and lay leaders, develops an externally-focused strategy and programs for connecting with the many new people who live and work in and around Christ Church Cathedral and the Mile Square. (Note: we recognize that our connection with our neighbors may not necessarily result in their attending Sunday worship.)
  - Worship (Acolytes, Ushers, Chalice Bearers, Vergers, Lectors, Greeter's Guild)
- Oversees a quarterly gathering of all of our ministry leaders, offering them theological formation, spiritual support, and spiritual nurture, guiding them and helping them to develop:
  - A long-range plan (3 years) for their ministries.
  - Specific objectives to continue integration and connection between all worship services (including our worship in Spanish).
  - A plan for continued recruitment, formation, and succession of ministry leaders, so that their ministries become self-sustaining.
- Leads at least three Adult Spiritual Formation offerings in each program year (projects and topics to be carefully selected with the Canon for Spiritual Formation and Dean).
- Attends all Vestry meetings as an observer, participating and offering leadership when requested by the Dean or Senior Warden.
- Whenever possible, empowers and equips Vestry members, Cathedral parishioners, committees, and parish organizations to engage in hands-on ministry and ownership of congregational life.

### **Administrative Leadership:**

- Works with Chief Operating Officer and Administration Committee to oversee implementation of appropriate areas of Cathedral policies, including ministry programs and personnel.
- Coordinates with Chief Operating officer in developing, overseeing and managing the Cathedral's annual budget.

### **Vocational Development as a Priest**

- Meets weekly with Dean for reflection, supervision, feedback, and ministry coordination. Meets with the Dean occasionally for extended reflection on priestly formation, vocational development, liturgical training, and ministry feedback.

### **Shared Priestly Leadership**

- Keeps regular office hours to collaborate with fellow staff members as well as the congregation.
- Builds the common life of our congregation by being present for necessary weeknight and some Saturday meetings;
- Shares in the pastoral care of the congregation, offering counsel and visitation, referring those in our care to outside professionals after three visits on any one issue, and rotating daily and on-call pastoral emergency duties;
- Shares in the ministry of presiding at weddings, quinceaneras, and burials, being present whenever possible at the burial of a Cathedral member;
- Supports and nurtures his/her colleagues in our mutual ministries through prayer, honest feedback, care, and transparency;
- Takes and safeguards a Sabbath day each week, seeks regular guidance from a spiritual director, takes a yearly retreat for her/his own spiritual health, and plans personal absences with consideration for overall organizational health and leadership.
- Participates in two weeks of continuing education each year, planned in consultation with the Dean.

### **Additional Duties**

- Performs other related tasks as assigned by Dean or his designee.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Christ Church Cathedral. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Education and/or Experience:** Masters in Divinity (M.Div.); and three to five year's related experience; or equivalent combination of education and experience is required. Previous experience in multicultural ministries, teaching and preaching is required. Previous supervisory experience is highly desired. Bilingual ability in Spanish is also highly desired.

**Other Skills and Abilities:** Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Google Mail and Adobe. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. A valid driver's license is required. The ability to speak, read and write in English is required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; walk; and lift and/or move up to 25 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts, the risk of electrical shock, fumes or airborne particles and outdoor weather conditions when walking between the Church and the parking garages and when traveling away from the Church for pastoral care, meetings, seminars, etc. The noise level in the work environment is usually moderate to loud during services.

While the Church offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position requires work beyond these hours and on the weekends. It also may require both domestic and international travel.

Christ Church Cathedral is an Equal Employment Opportunity Employer