



CHRIST CHURCH CATHEDRAL

GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.

CANON VICAR

Status: Exempt

Supervisor: Rector and Dean

Principal Function: As the senior associate clergy person of the Cathedral, the Canon's primary role is to support the Rector and Dean in furthering the mission and ministry of Christ Church Cathedral. Specifically, the Canon Vicar 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 Vicar also has a particular role in new ministry development, working with the Rector and Dean and the Canon for the Circle to develop a strategy and ministry programs to make meaningful connections with the many new multi-generational neighbors who are moving to downtown Indianapolis.

Essential Duties and Responsibilities: Duties include, but are not limited to:

Sacramental and Liturgical Leadership

- Shares in the celebrating, concelebrating and preaching of the Sunday services and programs. Rotates presence among Sunday formation ministries.
- Shares in the celebrations of the 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 Rector and Dean.
- Represents the Rector and Dean when they are otherwise engaged at internal and external events.
- Coordinates with the Chief Operating Officer, 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.

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 to develop 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: It is recognized that connection with neighbors of the Cathedral may not necessarily result in their attending Sunday worship.)
- Oversees a quarterly gathering of all ministry leaders, offering them theological formation, spiritual support, and spiritual nurture, guiding them and helping them to develop a plan for continued recruitment, formation, and succession of ministry leaders, so that their ministries become self-sustaining.



CHRIST CHURCH CATHEDRAL

GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.

- Leads at least three Adult Spiritual Formation offerings in each program year. Projects and topics will be carefully selected with the Canon for Spiritual Formation and Rector and Dean.
- Attends all Vestry meetings as an observer, participating and offering leadership when requested by the Rector and Dean, or the 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 the Chief Operating Officer and Administration Committee to oversee the implementation of appropriate areas of Cathedral policies, including ministry programs and personnel.
- Coordinates with the Chief Operating Officer in developing, overseeing and managing the Cathedral's annual budget.

Vocational Development as a Priest

- Meets weekly with the Rector and Dean for reflection, supervision, feedback, and ministry coordination. Meets with the Rector and 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 the 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 the Cathedral's 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, quinceañeras, and burials, being present whenever possible at the burial of a Cathedral member;
- Supports and nurtures their colleagues in 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 their 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 Rector and Dean.

Additional Duties

- Performs other related tasks as assigned by Rector and Dean, or their designee.

Supervisory Responsibilities: Supervises all clergy other than the Dean and some program staff. Incumbent carries out supervisory responsibilities in accordance with the Cathedral's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked;



GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.

appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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: Master's in Divinity (M.Div.); and five plus year's related experience; or equivalent combination of education and experience is required. Musts include someone who is detail-oriented, is passionate about multicultural ministry, has multiple staff supervisory experience, and enjoys the type of ministry setting where every day is different. Strong pluses include prior experience as a Rector or Priest-in-Charge, the ability to speak and write in Spanish, the ability to sing the liturgy (Sursum Corda/Proper Preface and Evensong responses), a personality that leans toward extroversion, and a passion for urban ministry.

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.



CHRIST CHURCH CATHEDRAL

GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.

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.

Signatures:

Incumbent's Signature

Incumbent's Printed Name

Date

Rector and Dean's Signature

Rector and Dean's Printed Name

Date