



ST PAUL'S CATHEDRAL
EPISCOPAL

Job title	Associate for Congregational Life
Reports to	Dean of the Cathedral
FSLA Status/Hours	Exempt/40+

Job Description:

The Associate for Congregational Life provides leadership to attract, welcome and incorporate individuals into the congregation in a meaningful way. Also, provides leadership and nurtures existing members. Provides leadership for stewardship and fundraising to support Cathedral ministries. Serves as a member of the senior leadership team working with the Dean, Director of Liturgy and the Arts, Director of Administrative Operations, and Canon of Music.

Duties, Responsibilities & Average Percentage of Time per Duties:

Communications (20%)

- Develops and implements internal communications plan for the Cathedral
- Oversees the formation, timing, and delivery of internal communications via website, social media, video, ebulletin, weekly printed announcements bulletin, "All our Voices" blog, Membership Directory (ACS REALM)
- Oversees content management of the website.

Stewardship & Donor Relations (30%)

- Promotes faithful stewardship through giving of time and financial resources
- Promotes spiritual gifts & vocational discernment
- Oversees the development of the annual Stewardship Campaign (theme, communications, events, recruits member to participate in personal testimonies during Sunday services, and more)
- Promotes planned giving and Legacy Society included organizing and holding Annual Legacy Dinner or acknowledgement event to encourage and support legacy gifts to the Cathedral
- Identifies and fosters close relationships with those, congregants and others, choosing to support the Cathedral financially or in other significant ways
- Ensures timely acknowledgment of gifts
- Leads the Gift Acceptance Committee and maintains the Guidelines for Gift Acceptance policy

Newcomer Welcome and Incorporation (15%)

- Oversees all aspects of the newcomer experience—Greeters, Sunday experience, hospitality and newcomer events (newcomer quarterly brunches and Cathedral tours)



ST PAUL'S CATHEDRAL
EPISCOPAL

- Holds one-on-one meetings with newcomers as requested
- Helps connect newcomers with the community in meaningful ways through small groups, classes, ministry, and service opportunities
- Leads classes and formational offerings on faithful Christian stewardship
- Encourages membership and giving
- Manages ACS REALM Pathways use and maintenance for incorporation and membership
- Orientates new members and congregation onboarding and use of ACS REALM

Pastoral Care and Nurture (10%)

- Participates fully in the delivery of pastoral care to congregants and their loved ones

Volunteer Coordination (10%)

- Manages overall efforts of volunteer ministry leaders and volunteers in general
- Promotes ministry and service opportunities with the Volunteer Coordinator
- Serves as staff liaison for lay-led ministries and fellowship groups related to core ministry areas

Audio-Visual Ministry (5%)

- Oversees the audio-visual team in operations, equipment selection and purchase, management of maintenance and future needs of systems

Any other duties as assigned (10%)

- Including but not limited to full participation in the liturgical life of the Cathedral, including regular preaching as assigned

QUALIFICATIONS

- Ordained transitional deacon, priest, or pastor in good standing of The Episcopal Church, The Evangelical Lutheran Church in America, or another province of the Anglican Communion
- M.Div. or equivalent degree and training
- 2-3 years' experience in ordained ministry preferred but not required
- Strong interpersonal skills with an effective, diplomatic and collaborative style
- Strong marketing, oral, and written communication skills
- Comfort with electronic communications, technology, and social media
- Ability to take initiative and make decisions
- Proven experience managing volunteers
- Sense of pastoral needs and opportunities
- Strong sense of integrity, honesty, and confidentiality



ST PAUL'S CATHEDRAL
EPISCOPAL

- Ability to work with people with different backgrounds and opinions
- Flexibility to work different schedule as needed on occasion
- Fluency in Spanish highly desirable but not required

Working Conditions

This is an office position which requires a good amount of sitting. There is also the need for standing, walking, moving up and down stairs on a regular basis. Some holiday, weekend, and evening work required.

Direct Reports

Communications Coordinator
Volunteer Coordinator (volunteer)
Evangelism and Incorporation Coordinator
Stewardship Chair (volunteer)
AV Team Leader

Other Interfaces

Other Executive Staff members
Receptionist/Registrar
Greeter Coordinator (volunteer)
Hospitality Committee (volunteer)
Endowment Committee Chair (volunteer)
Planned Giving Committee Chair (volunteer)
Director of Finance
Treasurer (volunteer)
Small Group and Ministry Leaders (volunteers)

Salary

Within diocesan guidelines, commensurate with experience.

Approved by:	The Very Rev. Penny Bridges, Dean St. Paul's Cathedral
Date approved:	7/21/2021

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time.*