



Job Posting

Associate Priest for Outreach Ministries

Who We Are

St. James Cathedral is in the heart of downtown Chicago and is the oldest Episcopal parish in the city. It is home to a vibrant and diverse multi-generational community with a strong heart for participating in God's mission. We are looking for a clergy person who is skilled at raising up volunteers and equipping teams to help grow the various outreach ministries of the parish. This is a full time position with benefits.

Position Summary

The person appointed will act as the lead staff member overseeing the various outreach activities undertaken by the cathedral and will be the first point of contact and advice in matters pertaining to social justice. They will also have a full role in the liturgical and pastoral life of the cathedral, and, if appropriate, also be the lead pastor in the parish's extensive work with young adults.

The Associate for Outreach Ministries will:

1. Be an integral member of the clergy team, participating in daily and Sunday worship, in pastoral care and in teaching ministries.
2. Join the Dean, Chapter, and staff in developing and advancing the cathedral's vision, mission, and strategy.
3. Oversee, support, and encourage the cathedral's meals ministries, working alongside lay volunteers and liaising with staff and Chapter as necessary.
4. Be the lead staff member responsible for all aspects of the cathedral's annual summer camp, *Summer in the City*.
5. Maintain a high profile for these ministries within and beyond the cathedral, actively encouraging and training new volunteers

Qualities

The person appointed will be able to demonstrate experience of and a deep commitment to teamwork and collective decision-making and possess an ability to allow their ideas and insights to inform but not dominate discussions about the mission and ministry of the cathedral. They will need to be biblically literate, rooted in the prayer of the Church, capable of maintaining an appropriate work/life balance, enthusiastic about the Gospel, and capable of sharing its values by word and deed.

Abilities and Skills

The person appointed will need to connect well with adults, youth, volunteers, and staff, and possess strong communication skills, both oral and written. They will need to have a high level of competence with administration and organization, and the ability to prioritize and balance

multiple tasks and competing needs in a high-energy environment while meeting deadlines. Strong preaching and pastoral skills, supervisory and leadership skills, and an ability to cultivate a network of volunteer leaders will all be vital for the person appointed to succeed in this post.

To apply for the position

Clergy in good standing who wish to be considered for this position are asked to email/write to the cathedral's Director of Finance & Administration, Canon Robert Black at rblack@saintjamescathedral.org

Candidates need to send a copy of their resumé and a cover letter that explains their interest in the position. They are also asked to provide a link to a video of a sermon preached this calendar year, or, if that is not possible, an audio file or written text of a sermon. They also need to provide the names and contact details of three references, including one ordained person and one lay person. If the candidate is currently serving in a parish as associate/assistant/curate, the ordained referee must be their rector. It will be helpful if their lay reference has good knowledge of their ministry.