Status: Exempt
Supervisor: 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 St. Paul’s Episcopal Cathedral. Specifically, the Canon is responsible for day-to-day programmatic operations: leading check-ins with staff, overseeing project and program progress, and ensuring seamless integration of our mission and ministry with our daily practices and ministries.

The Canon and Senior Associate also has a particular role in new and established ministry development, working with the Dean and other staff to develop a strategy and ministry programs to make meaningful connections with the many new neighbors (especially Zenials, Millennials and empty nesters) who are moving to and living in downtown Oklahoma City Metro Area and who are already in attendance at the Cathedral. This includes, but is not limited to, overseeing Adult Formation.

Duties include, but are not limited to:

Sacramental and Liturgical Leadership

- Share in the celebrating, concelebrating, and preaching of our Sunday services and programs and rotate presence among Sunday formation ministries.
- Shares in the celebrating and preaching of weekday and Feast Day services.
- Shares in the beginning of and then keeping of the Daily Office each weekday (with the exception of the Canon’s day off).
Staff Leadership

● Serves as a primary staff member to offer counsel and support to the Dean.
● Represents the Dean when she is otherwise engaged at internal and external events.
● Leads and supervises the Children, Family, and Cathedral Life Minister and Youth Minister, keeping them on track with both individual and team goals and supporting their ministry.
● Coordinates with the Director of Operations, Canon Precentor 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 the worship life of the congregation in conjunction with the Canon Precentor and Director of Music.

Ministry Leadership

● Recruits, trains, and then equips, empowers, and enables lay leaders and ministries within the areas of:
  - Neighborhood Evangelism: Involves working with staff 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 St. Paul’s Episcopal Cathedral. (Note: We recognize that our connection with our neighbors may not necessarily result in their attending Sunday worship.)
  - Worship: Acolytes, Ushers, LEMs, Vergers, Lectors, Altar Guild, Oblationers, and Welcome Team support, training, and feedback with the Canon Precentor and Director of Music.
  - Oversees a quarterly gathering of all 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.
    - A plan for continued recruitment, formation, and succession of ministry leaders so that their ministries become self-sustaining.
    - Engage with technology (videos, social media, tutorials, etc.) to properly support ministries in executing tasks and responsibilities.
● Adult Formation: Create a Formation Team to create and implement year-long formation and lead at least three Adult Spiritual Formation offerings in each program year (projects and topics to be carefully selected with the 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 the Director of Operations to oversee the implementation of appropriate areas of Cathedral policies, including ministry programs and personnel.
• Coordinates with the Director of Operations and Treasurer in developing, overseeing, and managing the Cathedral's annual budget.
• Take leadership and administration of Ministry Scheduler Pro and oversee the staff assistant in implementing the liturgical schedule with volunteers.

Vocational Development as a Priest

• Meets weekly with the 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 and 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 and burials, being present whenever possible at the burial of a Cathedral member;
• Supports and nurtures their 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 one week of continuing education each year, planned in consultation with the Dean.

Additional Duties

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

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of St. Paul’s Episcopal Cathedral. The requirements listed below represent 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: A Master in Divinity (M.Div.) and two to five years of related experience or an equivalent combination of education and experience is required. Previous experience in leading/creating ministries, teaching and preaching is required.

Previous supervisory experience is highly desired.

Other Skills and Abilities: Computer software skills required include Microsoft Outlook, Word, Excel, PowerPoint, Google Mail, Canva, and Adobe. The ability to operate a printer, copy machine, scanner, and other office equipment is desired. The incumbent must be able 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.

While the Church offices are open from 8:00 a.m. to 4:00 p.m., Monday through Thursday, this position requires work beyond these hours and on the weekends. It also may require both domestic and international travel.
St. Paul’s Cathedral is a vibrant Episcopal church in the heart of downtown Oklahoma City. Deeply rooted in the ministry and teachings of Jesus Christ and the traditions of the Episcopal Church, St. Paul’s is the spiritual center of the Diocese of Oklahoma. We are committed to being a place for all who seek and share God’s unconditional and abundant love, which calls us to comfort and stand with the vulnerable and each other. All are invited; all are welcome.