Works closely with the Vicar’s Office to nurture Congregational development, pastoral care, and special projects and ministries as directed. Shares in preaching, teaching, and leading worship services, including all Pastoral services, with other cathedral clergy.

**DUTIES AND RESPONSIBILITIES:**
1. Assist the Canon Vicar in implementing institutional priorities as they relate to the resident Cathedral Congregation.
2. Assist the Canon Vicar with the implementation of departmental goals and the execution of special projects.
3. Serve regularly on the Cathedral ROTA at Sunday and daily services and for pastoral office. These responsibilities include preparing and taping online Morning Prayer services and writing Lenten reflections.
4. Sing and cantor Evensong and special services.
5. Share pastoral care and oversight for the Cathedral community, especially the Cathedral congregation, and be available for pastoral concerns and emergencies.
6. Participate in departmental meetings for Clergy Pastoral Care and Vicar’s office, and monthly meetings of the Cathedral Congregation Committee.
7. Serve as a teacher in areas of Christian formation when requested by the Canon Vicar.
8. Serve as the clergy liaison with prospective baptismal families, the 20s-30s group, LGBTQIA+, and other specific affinity groups as assigned by Canon Vicar.
9. Facilitate Bible studies, small groups, congregational retreats, mission trips and pilgrimages as assigned by the Canon Vicar.
10. Serve as a teacher in areas of Christian formation when requested by the Canon Vicar.
11. Facilitate Bible studies, small groups, congregational retreats, mission trips and pilgrimages as assigned by the Canon Vicar.
   a. Create ideas/topics for studies
   b. Organize and implement in collaboration with clergy, Communications and Marketing, etc.
   c. Teach Bible studies.
12. Serve as point of contact and communication for baptism process:
   a. Receive and evaluate all baptismal requests and serve as point of contact for the process.
   b. Coordinate communications in advance of services of baptism with both families and the Worship department.
   c. In coordination with the Vicar, lead baptismal preparation classes.
13. Sanctuary Ministry
   a. Attend monthly meeting
   b. Provide communications and technology support
   c. Provide ongoing support of initiatives
   d. Support Neighbor to Neighbor program

Perform other duties and ministries as assigned.

**MINIMUM QUALIFICATIONS:**
1. Master of Divinity degree or equivalent from an accredited theological seminary.
2. Liturgical experience in a congregational setting, theological formation program or seminary.
3. Ordained in the Episcopal Church.

**PREFERRED QUALIFICATIONS:**
1. Proficiency in Spanish
2. Ability to sing, knowledgeable musician

**KNOWLEDGE, SKILLS, ABILITIES:**
- Ability and interpersonal skills to work as a team player; professional manner, collegial style and Christian commitment.
- Excellent communication skills both written and verbal.
- Ability to craft and write prayers, liturgies and sermons.
- Ability to establish and maintain good rapport with staff, Cathedral community, volunteers and the public.
- Proficiency in Microsoft Office Suite; Word and Excel.
- Commitment to the mission of the Cathedral.
- Must be willing to work hard and long hours when required.

**WORKING CONDITIONS:**
1. This position requires work outside the normal business hours and Sunday schedule.
2. Must be able to perform physical work including standing, sitting, bending, stooping, kneeling and reaching, and to lift, carry and push objects weighing up to twenty-five pounds.
3. The position will require periodic travel and working hours outside the normal schedule including evening engagements and weekend obligations.

Washington National Cathedral is an equal opportunity employer and strives to create a more diverse and inclusive atmosphere for all. Applicants will not be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, age or national origin.

We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.

Washington National Cathedral seeks individuals who are committed to our mission. We appreciate interest from those who will contribute to an atmosphere in which diversity is valued and supported.

**To apply, send a cover letter and resume to jobs@cathedral.org.**