

*The Cathedral  
Church  
of St. James*

DIOCESE OF TORONTO  
ANGLICAN CHURCH OF CANADA



**Job Description: Vicar and Sub Dean of St. James Cathedral, Toronto**

**Reports To:** Dean and Rector of the Cathedral

**Key Responsibilities**

**1. Pastoral Leadership**

- Oversee provision of regular pastoral care to members of the cathedral congregation and wider community in times of illness, crisis, or transition.
- Support the spiritual life of the cathedral through preaching, teaching, prayer, and sacrament.
- Contribute to the formation of a culture of discipleship and spiritual growth, and nurture the cathedral's culture of welcome and hospitality.

**2. Liturgical Responsibilities**

- Oversee the planning and leadership of the cathedral's worship life, including the Eucharist, daily offices, and diocesan and civic liturgies.
- Administer occasional offices and oversee allocation of weddings, funerals, and baptisms among clergy team.
- Manage the liturgical rota for all services.
- Ensure liturgical excellence in collaboration with the Dean, clergy, and Music Director.
- Engage with the Diocese of Toronto and the Bishop's Office, especially over diocesan services.
- Preach regularly and encourage the development of others in preaching and worship leadership.

**3. Administrative Duties**

- Assist the Dean and Executive Director in oversight of cathedral operations as delegated, with a focus on parish life and congregational ministries.
- Participate in clergy, staff, Executive Committee and Cathedral Council meetings and strategic planning sessions, stepping into the leadership role in the Dean's absence.
- Support healthy communication and coordination among clergy, staff, and volunteers.

**4. Ministry Development and Formation**

- Support the spiritual and numerical growth of the congregation, including development of lay ministry.
- Lead the Ministry Council and consider its future development.

- Support the Canon Missioner and other clergy colleagues in providing leadership in Adult Christian Education, small groups, retreats, and catechetical programs, leading specific streams as required.
- Support the Canon Missioner, other clergy and staff in their respective ministries, ensuring integration with the wider parish life.
- Share in the mentoring and supervision of Assistant Curates, interns, and postulants.

#### **5. Diocesan and Cathedral Engagement**

- Represent the cathedral at diocesan liturgies and gatherings, collaborating with diocesan leadership where appropriate.
- Strengthen relationships within the cathedral community and foster connections across diverse parish groups.
- Contribute to the cathedral's role as the spiritual and liturgical heart of the Diocese of Toronto.

#### **6. Mission**

- Collaborate with the Dean, Canon Missioner, and other staff in advancing the cathedral's mission of outreach, social justice, reconciliation, and evangelism.
- Help grow a welcoming, inclusive, and diverse Christian community at the heart of the city.

#### **Qualifications and Skills**

- Ordained priest in good standing within the Anglican Communion.
- Significant experience in parish or cathedral ministry.
- Strong liturgical and preaching gifts, with a love for Anglican tradition expressed in fresh and engaging ways.
- Pastoral sensitivity, strong interpersonal skills, and the ability to work collaboratively in a multi-staff context.

Commitment to the mission of the Church, reconciliation and justice, and the spiritual vitality of St. James Cathedral.

## **Vicar and Sub Dean of St. James Cathedral, Toronto**

St. James Cathedral, the historic and spiritual heart of the Diocese of Toronto, is seeking a **Vicar and Sub Dean** to serve alongside the Dean, clergy colleagues, lay staff, and volunteer ministers. This is a senior role with incumbent status. As Vicar they will be the lead priest on most aspects of community life affecting this diverse, urban congregation, offering pastoral care, liturgical leadership, and formation in Christian faith. As Sub Dean they will deputise for the Dean in his absence. As a member of a team of clergy and lay staff they will support the whole mission and ministry of the Cathedral, working in a collegial and integrated way with others.

St. James Cathedral finds itself at an exciting moment. It has now largely recovered from the legacy of the pandemic, with attendance and finance close to pre-Covid levels. In 2025 it appointed a Canon Missioner, developed a renewed, intergenerational 9am Eucharist ('Worship Together'), and launched a Children's Community Choir. Leadership is shared with a team of six Wardens who make up the Executive with the Dean, Vicar, and Executive Director. Challenges include an aging core congregation, maintenance and development of a historic building, and financial sustainability.

The Dean and Wardens aim to build a collegial clergy and lay staff team in which every person is enabled to bring their best selves to the service of God's mission. We look forward to welcoming a senior priest colleague who will relish the opportunity to be part of this team.

### **Key Responsibilities**

- Be a key colleague and support to the Dean, offering wise counsel, challenge on occasion, and public loyalty at all times. The Vicar and the Dean meet regularly to discuss a range of matters.
- Lead on the provision of pastoral care to parishioners, offering guidance, counsel, and support in times of transition and need.
- Lead on the planning and leadership of worship, including the Eucharist, daily offices, and diocesan and civic services, ensuring liturgical excellence and creativity.
- Preach regularly and help nurture the gifts of others in worship and preaching.
- Share leadership of adult Christian Formation and Education through teaching, small groups, retreats, and catechesis.
- Work alongside the Canon Missioner and others who lead on outreach and evangelism, working collaboratively to ensure integration with cathedral life.
- Assist the Dean in administration and oversight of congregational ministries, staff, and volunteers.
- Mentor Assistant Curates, interns, and postulants as required.
- Represent the cathedral at diocesan events and contribute to its role as the liturgical and spiritual centre of the Diocese of Toronto.
- Encourage outreach, reconciliation, and evangelism, helping the cathedral grow as a welcoming and diverse community.

### **Qualifications**

- A committed follower of Christ, seeking to grow in their own faith and relationship with God.
- Ordained priest in good standing within the Anglican Communion.
- Significant experience in parish or cathedral ministry.

- Strong liturgical and preaching skills, with the ability to engage a wide and diverse community.
- A relational leader with pastoral sensitivity, a naturally collaborative ministry style, and excellent interpersonal skills.
- Commitment to the mission of the Church, the growth of the people of God through discipleship and evangelism, the call to reconciliation and justice, and the flourishing of cathedral life.

### **About the Role**

The Vicar and Sub Dean of St. James Cathedral is effectively the parish priest of the worshipping community, and a key colleague to the Dean and others in the care of the cathedral congregation and its mission in the city. This is a unique opportunity to serve in one of Canada's most historic Anglican communities, at the heart of Toronto's civic and diocesan life.