

*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.