



**Interim Dean
Position Description
March, 2026
Saint John's Cathedral
Denver, CO**

The Interim Dean's primary vocation is the priesthood. The Interim Dean fully participates as a preacher, teacher and pastor in daily and Sunday worship. As the senior cleric of the Cathedral, the Interim Dean oversees the Cathedral's ministries, including worship and preaching, pastoral care, formation and community engagement, and is responsible for the stewardship of the congregation's financial life and property in partnership with the Vestry and key committees. It is essential that the Interim Dean is able to lead collaborative decision-making with Cathedral staff and lay leadership.

We seek candidates with strong pastoral ability, compelling preaching skills, a collaborative style and experience leading large systems. The Interim Dean should be Christ-centered and adhere to the doctrine, discipline and worship of the Episcopal Church.

Along with the Canon for Transitions in the Episcopal Church in Colorado and in conjunction with the Vestry, the Interim Dean will play an important role in efficiently shepherding the cathedral to an inspiring call of its 11th Dean and Rector.

About Saint John's

Founded in Colorado in 1860, Saint John's Cathedral was given the initial name of Saint John's in the Wilderness because the closest Episcopal church was over 700 miles away in Kansas. Since its founding, the cathedral's central location in the city has allowed the cathedral to have a large influence on the wider community. Just steps away from the capitol building, the cathedral has a legacy of beauty, mystery and service that impacts daily lives in Capitol Hill, Denver, Colorado and beyond. Over the years, the cathedral's clergy have left their mark in various ways, including helping to found the United Way, being a civil rights leader in Denver and establishing the organization that we now know as the Saint Francis Center.

Set in the heart of Colorado's vibrant capital city, this growing congregation of 2,200 members with an Average Sunday Attendance (In-Person) of 618 is "a house of prayer for the Episcopal Church in Colorado and the people of metropolitan Denver."

Supported by about 15-20 full-time staff, we offer three worship services every Sunday, a Rite I Eucharist at 8am, a Choral Eucharist at 10:30 and a 5pm Wilderness service that incorporates both ancient and new texts and prayer experiences. On Wednesday evenings in the fall and again during Lent, we gather for Cathedral Night, coming

together for a brief 5:30 Eucharist followed by a home-cooked meal and several small group gatherings. We are at a point of strength as a parish, with a balanced and growing budget, increasing membership and dynamic attendance at our services and events.

We strongly value diversity, seek to hire people who are confident in their competency, enjoy learning and collaboration, and approach their work with a commitment to the service of all souls who come to Saint John's. We value both independent work and collaboration and strive for a flexible work environment that fosters creative growth and work-life balance. We offer competitive salaries and provide excellent benefits.

About the Job

Title Interim Dean

Classification Full-Time Equivalent (Exempt)

Hours Staff are typically on-site Sunday – Thursday. However, flexibility is essential to accommodate evening and weekend meetings, events and local travel.

Supervisory Responsibilities

1. Canon Vicar; 2. Canon for Parish Life; 3. Deacon for Community Partnerships; 4. Director of Music

Summary of Responsibilities

Support the staff and congregation as part of a three-person clergy team during an interim; and guide the Wardens and Vestry as we discern and search for our next Dean.

Primary Responsibilities

1. Word and Sacrament:

- a. Per the ordinal in the *BCP*, serve as pastor, priest and teacher.
- b. Participate in Sunday and weekday services.
- c. Preach regularly (approximately once a month on Sundays and periodically on weekdays).
- d. Teach Bible studies, Catechumenate, occasional dean's forums and other offerings.
- e. Serve pastoral visits and Burial services.

2. Spiritual Leadership and Growth:

- a. Increase the capacity of the staff and lay leadership to think in terms of spiritual growth and maintaining congregational momentum through an interim period, with God's help.
- b. Assist staff and lay leadership in offering classes, programming and events at various levels of scale (from large to small).
- c. Help staff to work collaboratively across "departments" (music, youth, clergy, facilities, etc.) to achieve better results and resist siloing.
- d. Encourage staff and lay leaders to have goals for onboarding new people to classes, programs, events, committees and leadership roles.

3. Stewardship and Financial Oversight:

- a. In collaboration with the Canon Vicar, support a culture of generous and faithful pledging and giving among parishioners and guests.
- b. In collaboration with the Canon Vicar and Director of Stewardship & Communications, support the planning and execution of fundraising efforts including sustaining annual and capital campaign pledge fulfillment.
- c. In collaboration with the Canon Vicar, work with the Senior Warden, Treasurer, Finance Committee and Vestry to establish and maintain a balanced operating budget, while continuing intentional work to support a five-year plan that projects membership, pledge and revenue growth while controlling expenses for long-term sustainability.

4. Day-to-Day Operations:

- a. In conjunction with the Wardens, Treasurer, Vestry and Canon Vicar, maintain focus on strategic goals and objectives and ensure that Cathedral activities are in alignment.
- b. Support the Wardens and Vestry in executing a faithful, inclusive and diligent search for the 11th Dean and Rector.
- c. Conduct regular and intentional meetings with the Canon Vicar, Canon for Parish Life and Deacon for Community Partnerships, offering support and guidance, where needed, to maintain and strengthen the parish and anticipate upcoming challenges.
- d. Serve as the primary contact for the Office of the Bishop, maintaining open lines of communication and facilitating a positive working relationship with the Bishop and her staff.

5. Committee & Vestry support:

- a. Attend Vestry, Finance Committee and Wardens/Treasurer Meetings each month.
- b. Attend quarterly Investment Committee meetings.
- c. Serve as liaison to the Task Force for Campus Stewardship and the Arts and Architecture Commission. Meet regularly with the Deacon for Community Partnerships in support of the Faith in Action Commission and the Grants Committee.

6. Facilities & Hospitality

- a. Promote a dynamic and inclusive culture that welcomes and integrates all members and visitors into parish life, including regular formation offerings for adults and children on Sundays and certain weekdays, as well as special events like lay leadership summits and the annual parish retreat.
- b. Maintain and strengthen meaningful partnerships with community organizations that expand the Cathedral's presence in and beyond the neighborhood and city as well as dynamic offerings that support financial sustainability.
- c. In partnership with the Canon Vicar, sustain successful progress and completion of facilities improvements aligned with the goals of the most recent capital campaign.

Core Competencies

Highly Relational – Ensure a professional and positive culture for people experiencing Saint John's. Excel at developing creative alternatives when requests for assistance generate conflicting priorities. Demonstrate the ability to be simultaneously formal, professional, warm, and welcoming.

Adaptive – Excel at managing changing and/or conflicting priorities while maintaining a composed, professional and warm manner and the ability to be a pragmatic and

practical problem solver. Quickly learn new skills, especially new software and technology.

Agile & Balanced – Possess a keen ability to adjust to changing priorities and maintain an ongoing list of projects. Excellent time management skills are required to handle multiple priorities and ensure completion of crucial projects within deadlines.

Organized & Detail-Oriented – Excellent at tracking and managing details, including calendars, finances and relationships.

Judicious – Exhibit sound decision-making and judgment skills. Must be a pragmatic and practical problem solver. Provide clear leadership with humility and offer support with grace. Hold sensitive or difficult matters in strict confidence while exercising appropriate responsibility to refer required information to respective authorities.

Collaborative – Give importance to group goals and participate accordingly.

Working Conditions

- This position frequently requires work on nights or non-regular workdays (Saturdays and Sundays).
- This position requires the ability to manage and accommodate frequent interruptions.
- This position requires both the ability to remain in a stationary position for extended amounts of time (more than an hour) while typing on a computer, and to move throughout the campus for events set up and support.

Required Skills and Experience

- At least seven years of experience in ordained Episcopal ministry.
- Advanced proficiency with Microsoft Office Suite.
- Advanced proficiency with G Suite products.
- Highly proficient in the use of standard office equipment.

Compensation

- The annualized salary range for this position is \$170,000 – \$190,000, pro-rated based on the actual duration of the appointment. This is an interim position expected to last approximately 9–15 months.
- Health, dental and vision insurance is provided in accordance with policies of the Diocese.

To apply:

- Applicants should send a resume, OTM profile, cover letter and access for viewing two sermons to vanessa@EpiscopalColorado.org.
- This position is ready to be filled immediately and we will begin reviewing applications as they are received. To ensure consideration, please submit an application no later than March 28, 2026.
- Questions can be directed to the email address listed above.