



Christ Church Cathedral Catedral Iglesia de Cristo

The Grapevine

Cathedral Organizational Structure- January 2015

Introduction to the Organization of Christ Church Cathedral

During 2014, two consultants of The Episcopal Church in Connecticut worked with our clergy leaders, the Rev. Harlon Dalton, Priest-in-Charge, and the Rev. Miguelina Howell, Cathedral Vicar, and staff members to develop an organizational platform that will enable the Cathedral to meet 21st century changes and challenges effectively. Diocesan Bishop, The Rt. Rev. Ian Douglas, and the Cathedral Chapter approved the new organizational model at its July 2014 meeting.

We express our deepest gratitude for the great and continued work of our consultants, the Rev. Canon Tim Hodapp of the Office of Mission Leadership, who is also a Priest Associate of the Cathedral, and Canon Robin Hammeal-Urban of the Office of Mission Integrity and Training.

A major part of their work was to help clarify key roles and responsibilities. That information on our clergy and staff members is in this special issue together with information on our Ministry Teams and coordinators.

CATHEDRAL STAFF PORTFOLIOS

Cathedral Priest-In-Charge- The Rev. Harlon Dalton

Cathedral Worship	Cathedral Administrative/ Financial Responsibilities	Cathedral Engagement & Diocesan Engagement
<ul style="list-style-type: none"> - Participate in Sunday worship at 8:00 and 10:00 a.m. services on a regular basis - Participate in worship at Church by the Pond and at La Catedral on occasion - Participate in Diocesan liturgies - Participate in worship planning of liturgical principal feasts 	<ul style="list-style-type: none"> - Share with Vicar in planning and executing Cathedral Chapter meetings - Participate in budget development - Oversee elements of budget that are Cathedral / Diocesan Engagement in nature - Supervise Executive Assistant to the Priest-In-Charge 	<ul style="list-style-type: none"> - Develop and oversee efforts by the Cathedral “to seek the welfare of the city” where it is planted - Develop and oversee efforts by the Cathedral to engage the arts in Greater Hartford. - Oversee, in collaboration with Cathedral Task Force, Diocesan-wide conversation regarding the nature and purpose of cathedrals at this moment in The Episcopal Church in Connecticut - Oversee ongoing efforts by the Cathedral to convene and connect The Episcopal Church in Connecticut

Cathedral Vicar- The Rev. Miguelina Howell

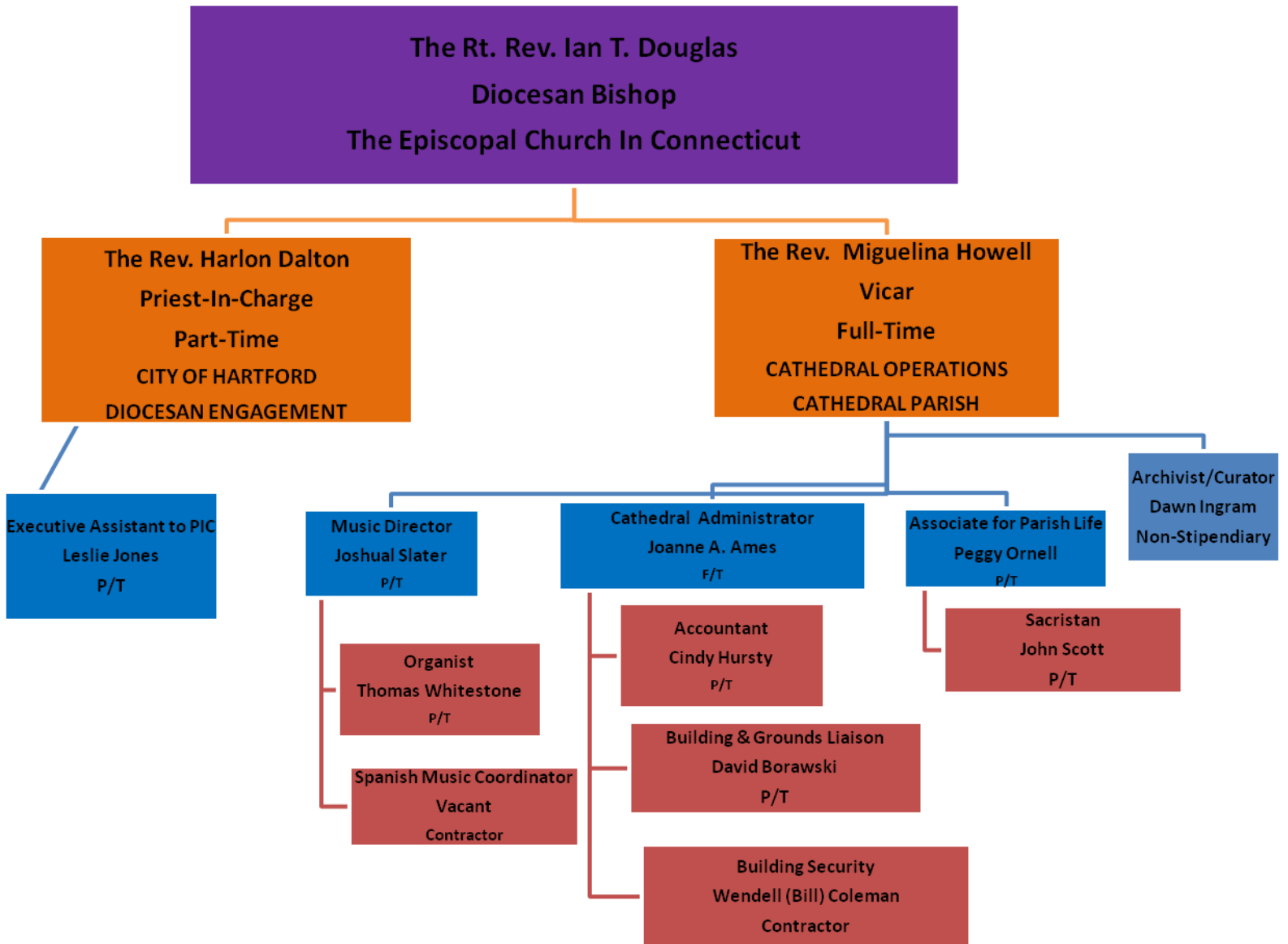
Cathedral Worship	Cathedral Administrative/ Financial Oversight	Cathedral Congregation Ministry Development
<ul style="list-style-type: none"> - Oversee/ coordinate all liturgies hosted by and at the Cathedral (including Sunday worship, Evensongs, Cathedral Diocesan Liturgies, Church by the Pond and special occasions) - Oversee and coordinate Clergy participation (Associate Clergy, Guest Clergy, and Preaching& Celebrant Rota). - Clergy Liaison to Altar Guild - Oversee all Cathedral music (including worship services, concerts, recitals, Diocesan and Cathedral events) 	<ul style="list-style-type: none"> - Human Resources/ Staff supervision- management (Directly supervise Cathedral Administrator, Music Director, and Associate for Parish Life. Ultimately supervise all Cathedral Staff, with the exception of the Executive Assistant to the Priest-In-Charge.) - Oversee and monitor Cathedral Budget (in collaboration with Finance Committee). Financial oversight is performed in consultation with Diocesan Bishop and Cathedral Chapter. - Oversee day-to-day Cathedral Operations and Administration - Oversee Church Street Eats Administrative Platform - Oversee use and maintenance of Cathedral buildings and grounds - Share with Priest-In-Charge in planning and executing Cathedral Chapter meetings 	<ul style="list-style-type: none"> - Leadership Development - Pastoral Care - Christian Formation - Communications - Stewardship - Parish Committee - Cathedral Team Leaders Network - Programs and Events - Church Street Eats - Spanish-speaking congregation

Cathedral Administrator Joanne A. Ames	Executive Assistant to the Priest-In-Charge Leslie Jones	Cathedral Music Director Joshua Anand Slater
<ul style="list-style-type: none"> - Provide administrative support to the Cathedral Chapter and to the Vicar - Coordinate and support Cathedral day-to-day Operations and Administration in consultation with the Vicar - Support budget monitoring and financials - Coordinate relationships with vendors - Risk and Facilities Management (liabilities, safety, etc.) - Coordinate human resources practices (time sheets, vacation tracking, payroll review in collaboration with Accountant and other HR procedures in developmental stages at this time) - Communications - produces Services Bulletins, provides production support for The Grapevine, assist in communicating Cathedral Congregation events to the Episcopal Church in Connecticut, is portal of incoming communications - Support Parish Committee, Stewardship Team, Finance Committee and Church Street Eats Steering Committee and Task Force - Schedule use of buildings in consultation with Vicar - Staff Liaison to Hands on Hartford/ Manna - Supervise Accountant - Supervise Building Manager - Supervise Security Personnel 	<ul style="list-style-type: none"> - Provide administrative support to the Priest-In-Charge - Provide administrative support to Church by the Pond - Provide Administrative Support to the Cathedral Discernment Task Force - Assist the Priest-In-Charge in the development and oversight of Cathedral engagements - Assist the Priest-In-Charge in the development and oversight of Diocesan Engagements 	<ul style="list-style-type: none"> - Develop Cathedral Music Programs and Choir in consultation with the Cathedral Vicar - Provide and coordinate administrative support for Music Department - Coordinate Music Budget in consultation with the Vicar - Facilitate hiring and contracting of Cathedral Organist and Section Leaders - Supervise Cathedral Organist - Supervise Section Leaders - Coordinate and facilitate guest musicians' contracts

Accountant Cindy Hursty	Associate for Parish Life Peggy Ornell	Cathedral Organist Thomas Whitestone
<ul style="list-style-type: none"> - Oversee and implement accountant-related processes in consultation with Cathedral Administrator (Accounts Payable, record cash receipts, financial statements, bank reconciliations, fixed asset schedule) - Serve as liaison to Auditors - Collaborate in budget development - Record and monitor pledges - Coordinate worker's compensation payroll audit and renewal information - Coordinate Church Pension Fund contributions, insurance coverages and employee benefits in consultation with Cathedral Administrator - Prepare financial aspect of Parochial Report in consultation with Administrator and Vicar 	<ul style="list-style-type: none"> - Coordinate Cathedral Hospitality for special events and team meetings - Collaborate with Cathedral Hospitality Team and provide support for Sunday Fellowship Hour - Coordinate Christian Formation for young people - Coordinate and execute Parish weekly electronic communications, working in consultation with the Vicar - Provide administrative and programmatic support to the Vicar in matters of worship (ushers, greeters and readers rota, clergy rota, registry of sacraments, baptism, burials, confirmation and wedding certificates) - Supervise Cathedral Sacristan - Maintain Cathedral Congregation's membership database - Prepare Parochial Report in consultation with the Vicar 	<ul style="list-style-type: none"> - Support Cathedral Music Programs in consultation with the Music Director - Function as Principal Cathedral Organist - Participate in worship staff planning meeting

Building and Grounds Liaison David Borawski	Spanish Music Coordinator Vacant	Cathedral Sacristan John Scott	Security Personnel Wendell Coleman
<ul style="list-style-type: none"> - Liaison with Cathedral vendors in consultation with Administrator - Provide assistance for day-to-day Cathedral Operations - Provide building setup for meetings and events 	<ul style="list-style-type: none"> - Develop and coordinate the Latino/ Hispanic music ministry of the Cathedral Congregation working in consultation with Vicar (Sunday worship, Three Kings Pageant, bilingual services) - Direct the Spanish Choir and Youth Percussion Group - Facilitate special guest musicians for La Catedral 	<ul style="list-style-type: none"> - Support Vicar in matters of worship logistics - Work in consultation with Associate for Parish Life to provide support for liturgies (Sundays and special events) - Provide setup and break-down for worship as requested by Vicar and/or Associate for Parish Life 	<ul style="list-style-type: none"> - Provide security for Cathedral buildings and grounds in consultation with Cathedral Administrator

Christ Church Cathedral Leadership Organizational Chart





The Rev. Harlon Dalton



The Rev. Miguelina Howell



Joanne A. Ames



Leslie Jones



Cindy Hursty



Peggy Ornell



Joshua Anand Slater



Thomas Whitestone



David Borawski



Wendell Coleman

The Archivist – Curator’s specific duties include, but are not limited to the following:

- Accessions, processes, inventories and catalogs archives and collections.
- Creates word processed finding aids to facilitate access to the archives.
- Works with staff to maintain Christ Church Cathedral’s institutional archives, including retention schedules, accessioning, deaccessioning and finding aids.
- Identifies out-of-scope material and makes recommendations as to placement in other institutions.
- Works with Archivist of the Diocese of Connecticut on archival material deposited with them.
- Identifies archival material and objects in need of conservation and makes recommendations as to in-house or off-site treatment.
- Answers reference inquiries regarding the archives and collections from public, staff and Cathedral committees
- Responsible for oversight of the archival and collection storage areas within the Cathedral and Parish House.
- Recruits, coordinates and trains volunteers to help with archival projects and the care of the collections.
- Advises staff and committees on best practices in archive and collection management.
- Serves on the Building Committee and helps develop disaster preparedness and recovery procedures.



Dawn Ingram



Lucy Groening

The Chair of the Cathedral Parish Committee is an important role in the ministry development of our community. This position is elected yearly at the Cathedral Parish Annual Meeting.

The Chair works in collaboration with the Vicar in facilitating the Parish Committee and its work.

The Parish Committee advises the Cathedral clergy, provides leadership to the Congregation and, in consultation with the Vicar, oversees the Parish Ministry Teams. The members of the Parish Committee also serve as full members of the Cathedral Chapter, and the Committee Chair serves on the Chapter’s Finance and Executive Committees.

CATHEDRAL MINISTRY TEAMS



CHRIST CHURCH CATHEDRAL
45 Church Street, Hartford, CT 06103
860-527-7231 • www.cccathedral.org