

The Episcopal Diocese of Central Pennsylvania

Title: Canon to the Ordinary
Position Description: Bishop's Chief Administrative Officer for the Diocese and Bishop's Chief of Staff.
Reports to: The Bishop.
Staff Position Description (Full-Time)

Goals:

- To be the chief assistant to the Bishop in the oversight of the Diocese of Pastoral, Canonical, and Administrative matters.
- To insure effective communication, operations and critical resource management (fiscal, human and physical) of the diocese; working closely with Treasurer and Chair of the Finance Committee.
- To assist the bishop in the nurture and development processes of lay and ordained ministers.
- To oversee administrative/canonical matters related to the calling and appointment of clergy to congregational and other ministries in the diocese; and support the bishop's relational ministry with the clergy.
- To be a resource for congregations regarding canons, customs and procedures, including IRS and government regulations;
- To advance the bishop's vision and direct the dioceses on-going strategic work of the diocese.
- To oversee the bishop's staff, insuring efficiency, effectiveness, mutual evaluation and good harmony to the ends of Episcopal support for the mission and ministry of the diocese.
- To be a witness in vocational spirit and administrative function, of faithful stewardship, love for Christ's mission in the Diocese of Central Pennsylvania;
- To insure that our resources and stewardship demonstrate commitment to The Episcopal Church and reflect our lively heritage and relationship in the Anglican Communion.

Duties and Responsibilities:

I. Administration of the Diocesan Organization and Resources:

- Manage and plan financial resources of diocese with the assistance of the Diocesan Finance and Benefits Administrator, provide staff support for Finance Committee, Council of Trustees, compensation and health committee; this also includes investments, investment manager(s), auditors and congregations investing through the Diocese;
- The development and monitoring of the diocesan budget (with the Financial Administrator & Finance Committee), providing useful and timely reports to the

appropriate bodies of the diocese, including timely advanced posting on website for delegate;

- Execute delegated executive functions: e.g. a signature for special accounts; review and sign contracts; oversee special grant programs;
- Oversee on-going strategic planning (mission strategy) working with the Bishop, Council of Trustees, staff and consultants and relevant leadership bodies;
- Oversee the planning and execution of diocesan convention, canonical work of convocations and Council of Trustees;
- Oversee the communication and public relations work of the diocese (Diocesan Journal, Tidings-On-Line, Diocesan Digest, new periodical print resources), including the Communications Commission, staff and consultants, and related resources and persons in the larger Episcopal Church;
- Working with the bishop develop membership and leadership for diocesan departments, boards, commissions and committees, particularly those requiring nomination to the Diocesan Council of Trustees;
- With the appropriate staff and committees insure planned giving and other efforts to develop financial resource development for the future of the diocese.

II. Administration of Diocesan Staff and Center:

- Chief of Staff
- Oversight for personnel and human resource management, including recruitment, professional development and review processes;
- At discretion of Bishop, provide staff liaison or management oversight of clergy deployment and the ordination process in relationship with Commission on Ministry; the Standing Committee and Examining Chaplains;
- Provide canonical/administrative support for clergy and congregations calling processes and clergy professional development;
- Insures all Commissions, Boards and Committees have appropriate staff support/liaison
- Staff to Diocesan School of Christian Studies
- Chair the Management Staff Meeting and Full Staff Conference in absence of bishop; and convene the weekly staff briefing;
- Meets regularly with the Bishop and the Archdeacon of the Diocese to monitor the life and work of the diocese for team building, planning, communication and mutual support.

III. Chief Bishop's Representative/Liaison:

- Liaison to the Standing Committee on particular canonical matters, such as indebtedness of congregations, imperiled situations, etc.;
- Chief Staff or liaison to key appointed or elected bodies, including Council of Trustees, Finance Committee, Standing Committee, Constitutions and Canons and Response Team (clergy discipline); Diocesan Convention entities, including Convocation Host, Resolutions Committee and Officer planning group; and diocesan institutional boards including School of Christian Studies, Episcopal

Home, Episcopal Towers, Episcopal Gardens, Episcopal Square Apartments, Episcopal Commons, and St. Barnabas Center.

- Episcopal Church Center
- Pennsylvania Council of Churches

IV. Qualifications

The holder of this office may be ordained or lay and should have broad experience of The Episcopal Church its culture, canons, and theological traditions. Should have solid executive and management experience in business, especially complex not-for-profit systems or mission oriented for-profit. Demonstrated vocation for ministry of administration; is a good communicator and works well in a hierarchical system. The Canon to the Ordinary should have formal graduate education in theology and ecclesiology, with advanced professional studies in finance and/or business administration is preferred; and is a good communicator. Finally, must be anchored spiritually in the Christian Faith, especially within the Anglican Tradition.