



Canon to the Ordinary

The Episcopal Church in Connecticut
Meriden, CT

Overview:

We are actively recruiting for a Canon to the Ordinary for the Episcopal Diocese of Connecticut, known as the Episcopal Church in Connecticut (ECCT). ECCT provides oversight and administrative support for over 150 Episcopal parishes on behalf of the approximately 50,000 Episcopalians living in the state. It is one of over 110 dioceses that collectively form The Episcopal Church, a U.S.-based member church of the worldwide Anglican Communion.

ECCT is committed to participating in the mission of God in Jesus through the power of the Holy Spirit in these challenging times for the church and for the world. We understand God's mission to be about restoring all people, and all creation, to unity with God and each other in Christ. The bishops and staff of the Episcopal Church in Connecticut are dedicated to helping Episcopalians own their calling as followers (disciples) of Jesus, sent as apostles in the mission of God in this new missional age.

If you are ordained in the Episcopal Church and the idea of joining ECCT as the Canon to the Ordinary seems to be where God is calling you next, we encourage you to apply. We are seeking a passionate and curious leader who is interested in furthering the vision and mission of ECCT. While the following is a general overview of the position, the portfolio will be guided by the gifts and interests of the candidate, in conversation with the Bishop Diocesan.

Job Type: Full time, exempt

Duties and Responsibilities of the Position:

The primary role of the Canon to the Ordinary is to serve as the Bishop Diocesan's trusted advisor and counselor in pastoral, administrative, and canonical matters related to clergy, congregations, and staff. They must be able to build trust with the Bishop and understand the Bishop's needs, while building effective working relationships with ECCT staff as well as with clergy and laity. They will work to establish and maintain the most effective systems possible to carry out the visions and programs initiated by Diocesan leadership. The Canon to the Ordinary will also serve as Chief of Staff for ECCT employees.



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In addition to other duties as may be assigned by the Bishop Diocesan, the specific duties and responsibilities for each of these areas include the following:

As **Advisor to the Bishop Diocesan**, duties and responsibilities include the following:

- Serve as a trusted advisor and confidant to the Bishop Diocesan; able to work with the Bishop and others regarding confidential and/or sensitive pastoral, administrative, or canonical matters.
- Serve on the Bishops & Canons (B&C) leadership team; meet regularly with the Bishops, other Canons, and other key leadership staff to monitor the life and work of the Diocese for strategic planning and to set strategic priorities and develop projects/task plans.
- In close collaboration with the Bishops and other Canons, monitor and ensure the ongoing development of Diocesan ministry and programs that further the Diocesan strategic vision, balancing traditional and emerging Church and parish realities.
- Represent the Bishop Diocesan as requested to respond to inquiries, attend meetings, and/or serve on leadership bodies as the canons/bylaws allow, serving as a communication conduit for the Bishop regarding actions and concerns.
- Help the Bishop Diocesan prepare for and follow up after regular and extraordinary parish visits, as well as internal and external meetings to ensure that appropriate action is taken on commitments made by the Bishop.
- Serve as a liaison between ECCT and the clergy, parishes and community; provide resources and consult with priests and parishes on matters of concern.
- Report to Mission Council on matters for which the Canon to the Ordinary is primarily responsible.

As **Chief of Staff**, duties and responsibilities include the following:

- Working closely with Human Resources, assist in the development and revision of policies and procedures for Diocesan staff, including periodic updates to the employee Handbook.



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- Supervise and regularly meet with direct reports; provide timely feedback, set goals/priorities, and conduct performance reviews.
- Monitor workflow and performance; coordinate performance evaluation and disciplinary processes for ECCT staff.
- Serve as a mediator on personnel and administrative matters, using emotional intelligence to resolve conflicts and move people to reconciliation and responsibility.
- Oversee staff training, development, and recognition.
- Coach and advise clergy and other parish leaders on a broad range of personnel issues.

Qualifications

To perform this job successfully, an individual must be able to discharge each essential duty satisfactorily. The requirements listed below are representative of the knowledge, experience, skills, and/or ability desired:

- Ordained in The Episcopal Church and in good standing
- Master of Divinity degree (or higher) from an accredited Episcopal seminary
- At least five years of experience managing a parish or faith-based organization, including supervising and managing staff
- Must reside in, or be willing to relocate to, the State of Connecticut
- A desire to work within the structures of the Episcopal Church in Connecticut as an extension of the office of the Bishop Diocesan
- Familiarity with the polity and canons of The Episcopal Church and commitment to the ministry and mission of Christ
- Strong leadership and supervisory skills including the ability to empower and encourage others, and to manage workflow and staff productivity and performance
- Ability to connect with others and forge strong relationships with both clergy and lay persons
- Excellent verbal and written communication skills and effective meeting facilitation skills



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- Ability to manage several projects or tasks concurrently, often with minimal direction or direct supervision; excellent time management, organizational skills, and attention to detail; ability to get things done with gracious maturity in an orderly and timely manner
- Maintain professional composure under pressure and dynamic conditions
- A proven collaborator and community-builder
- Flexibility and an ability to navigate shifting roles and responsibilities
- Self-motivated and able to work in a fast-moving environment
- Ability to maintain confidentiality of information and be discreet about sensitive matters
- Strong preaching and liturgical skills
- Experience in finance and budgeting
- Fluency in Spanish or Haitian Creole is a plus, but not required
- Valid driver's license with a safe driving record and reliable transportation
- U.S. work authorization required

Expected Hours of Work:

The Canon to the Ordinary is expected to work 40-50 hours per week. Some of these work hours will be in the evenings and/or weekends, so the ability to have flexible hours and manage time is essential.

Compensation and Benefits:

Compensation is commensurate with education and experience. The salary range for the position is \$135,000-\$145,000, inclusive of a housing allowance and offset for Social Security payments. As an ordained person in The Episcopal Church, the Canon to the Ordinary will receive payments into the Church Pension Fund. The Canon is eligible to enroll in the health, life, and dental insurance plans offered by ECCT. A percentage of the premiums for insurance is borne by ECCT as determined by Mission Council. There is also a cash-in-lieu of benefits option. Other benefits include paid time off and parental and other leave benefits. All benefit policies are subject to change based upon vote by the Mission Council of the Episcopal Church in Connecticut.



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Supervision: This position reports directly to the Bishop Diocesan. This position will supervise a number of direct reports, to be determined by the Bishop Diocesan.

EEO/Affirmative Action:

ECCT provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, age, sex, national origin, sexual orientation, gender identity or expression, disability status, HIV/AIDS status, religion (except for positions where active membership in the Episcopal Church is a bona fide qualification), veteran status, marital status, familial status, status as a victim of domestic violence, or other characteristics protected by law.

ECCT believes diversity is of God and God's good creation. We are dedicated to recognizing, understanding, celebrating, and utilizing differences to participate in God's mission. ECCT is particularly committed to racial healing, justice, and reconciliation in the Church and in society. Individuals from historically under-represented groups are encouraged to apply.

Interested applicants should send a resume, with a cover letter, to the attention of: Jean Tomasco, Human Resources Manager, jtomasco@episcopalct.org.