

EPISCOPAL DIOCESE OF PITTSBURGH CANON TO THE ORDINARY FOR MISSION, VITALITY, AND ADMINISTRATION

Reports to: Bishop
Classification: Exempt
Status: Full-time: 40+ hours/week
Salary Range: Negotiable, commensurate with education and experience

The Canon to the Ordinary for Mission, Vitality, and Administration will serve as part of the Bishop's senior staff, along with the Canon to the Ordinary for Transitions and Clergy & Congregational Care. The Canon will extend the vision and ministry of the Bishop throughout the diocese and work toward the fulfillment of the diocesan vision, summarized by the statement: "*Grounded in Christ, Growing Anew.*" The Canon will serve a vital role in carrying out plans and decisions to nurture the growth of congregations – spiritually, numerically, and in leadership capacity – while remaining grounded in, and guided by, the teachings and example of Jesus Christ.

The Canon will seek to develop strong, trusting relationships with the Bishop, the diocesan staff, and clergy and lay leaders. Working in partnership with the Bishop, the Canon will function as Chief of Staff, and will be the bishop's primary assistant in supporting the diocesan priorities of fellowship, communication, and growth. As Chief of Staff, the Canon will ensure the diocesan staff is equipped and accountable to be resources to the people of God in the Episcopal Diocese of Pittsburgh. As Canon for Administration, the Canon will be responsible for the financial and administrative aspects of diocesan life, directing the Diocese's financial affairs, serving as the liaison to various governing bodies regarding financial matters, and serving as a resource to parishes regarding finances, compensation, and benefits.

POSITION RESPONSIBILITIES

Mission and Vitality

- Support the Bishop in casting a vision for diocesan events and initiatives, and see to their effective communication.
- Identify areas of teaching and training that are required to help leaders and parishes use their gifts and respond to God's call, and provide them with resources as they seek to revitalize their ministry.
- Work with various diocesan groups and committees to implement the recommendations made to the Bishop by the New Episcopal Communities Task Force, interacting with congregations in a variety of ways to encourage and help them grow in their capacity and excitement to further engage in their service and mission, assisting them with expanding missional opportunities in their communities.
- Identify and guide application processes for various grants to help further develop and support diocesan priorities.

- Support clergy and others involved in new and/or non-traditional ministry.
- Preach and celebrate the Eucharist regularly at various parishes to help communicate and educate congregations and to encourage them in service and mission.
- Help the Bishop 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.
- Work with the Diocesan Liturgical Officer to prepare for special parish/diocesan events such as Inductions, Ordinations, etc.

Administration

- Manage the Diocesan Budget, from the apportionment methodology to legacy endowments, with fund-accounting for over 110 restricted funds, resource allocations, and variance analyses.
- Direct the human resource functions for diocesan staff, as well as required diocesan roles for clergy and lay employee benefits of the Episcopal Church via Church Pension Group affiliates. Oversee the financial and employee benefit portions of new Letters of Agreement for clergy calls.
- Direct the Diocesan Endowment Management Program, which currently includes congregations who pool their endowment funds alongside the diocesan endowment.
- Manage an engaging and attentive support structure for the financial health and vitality of our congregations. Serve as consultant to parishes and clergy regarding financial matters and clergy and lay compensation.
- Provide support regarding financial matters to governing bodies and their committees, including the Board of Trustees, Diocesan Council, Finance and Investments Committee, Compensation Committee, Budget and Assessments Working Group, and Diocesan Finance Committee.
- Oversee the Diocese's adherence to Safe Church practices and policies, remaining attuned to new guidance, requirements, and resources issued by The Episcopal Church.
- Manage the Diocese's participation in canonical processes, such as the completion of Parochial Reports and the annual Diocesan Report.
- Serve as an initial resource in times of conflict and crisis, and manage processes to address clergy discipline and congregational conflict in conversation with the Bishop.
- Assist the Bishop with matters of potential legal consequence or involving polity requirements expressed in the Constitution and Canons of The Episcopal Church or of the Diocese.
- Represent the Bishop as needed at certain congregational celebrations, in times of pastoral need, and at various committee meetings, serving as a conduit of communication for the Bishop regarding actions and concerns.

- Direct and oversee the work of four diocesan staff members reporting to the Canon: the Executive Assistant, the Director of Communications and Technology, the Senior Accountant/Treasurer, and the Senior Financial Administrator.

LEADERSHIP COMPETENCIES

Our culture of servant leadership requires the following:

- **Reflection of God’s Love:** Seeks to serve Christ in all persons and be joyful and eager to share the Gospel Jesus Christ.
- **Strategic Agility:** Anticipates future consequences and trends with broad knowledge and perspective; articulates vision interwoven with the organization’s mission and local context, identifying possibilities and likelihoods as conditions evolve; develops creative and breakthrough strategies and plans to achieve long-term desired outcomes.
- **Business Acumen:** Demonstrates broad understanding of principles of financial management and marketing expertise necessary to achieve measurable results. Uses cost-benefit thinking to set priorities and outline cost-effective approaches. Exemplifies transparency and accountability to a well-defined framework of planning.
- **Compassionate Advisor:** An active listener and skilled communicator who addresses challenges and opportunities with honest analysis and appropriate best practices; delivers advice to a wide range of leadership styles and congregation contexts.
- **Collaborative Leader:** Promotes and generates cooperation to achieve a collective outcome; is looked to for direction in a crisis; fully participates in creating a unified team that gets results.
- **Ethics and Values:** Adheres to an appropriate and effective set of core values and beliefs during both successful and challenging times; acts in line with those values and coaches accordingly.
- **Problem Solving/Analysis:** Solves difficult problems with effective solutions; promotes the value of asking questions and sharing insights; recognizes and identifies underlying or hidden problems and patterns; leverages learnings to strengthen others.

EDUCATION AND EXPERIENCE

The ideal candidate will have strong interpersonal, persuasive, written and oral communication skills. In addition, the following demonstrated education and experience are key:

- Bachelor’s degree from an accredited university. Master’s degree preferred.
- Minimum of five years in a management/senior leadership capacity.
- Demonstrated ability to think and plan strategically with regard to the organization’s mission and vision.

- Ability to direct and oversee preparation of financial statements, budgeting, and financial forecasting.
- A confidant who is able to work with the Bishop and others regarding confidential pastoral matters.
- A competent mediator with emotional intelligence skilled in resolving conflicts and moving people to reconciliation and responsibility.
- An experienced (at least five years) Episcopal Priest who is very knowledgeable and appreciative of our Episcopal governance and Canon law.
- A bridge builder between traditional and emerging Church realities.
- Exhibits superb written and verbal communication and presentation skills and is able to communicate an inspiring mission and vision to the organization and community, specifically as it related to our financial position.
- Proven ability to remain objective, discrete and exercise common sense at all times. Able to develop strong, trusting relationships within the staff and leadership broadly distributed across the Church.
- Thrives in a dynamic environment and able to work on various projects simultaneously, requiring strong organizational and time management skills.
- Enthusiastic, proactive, and innovative approach to supporting our congregations and coordinating resources to meet those needs.