

**ARMED FORCES AND FEDERAL MINISTRIES
THE EPISCOPAL CHURCH**

JOB DESCRIPTION

Position Title: Canon to the Bishop of Armed Forces and Federal Ministries	Date: January 21, 2025
FLSA Status: <input checked="" type="checkbox"/> Exempt: <input type="checkbox"/> Nonexempt	
Remote Worker Position: Hybrid Possible	Location: Washington DC

This is a: Current Position
 Change in Responsibilities
 New Position

AREA FUNCTION

On behalf of the Presiding Bishop, the Bishop Suffragan for the Armed Forces and Federal Ministries (Bishop for the Armed Forces/BFAFFM) is responsible for the administrative and pastoral support of Episcopal Chaplains and lay religious leaders in the Military, VA Hospitals and other Federal entities (Bureau of Prisons, Civil Air Patrol, Coast Guard Auxiliary, Department of Defense (DoD) Ecclesiastical Endorser for the Episcopal Church). This episcopacy is responsible for recruitment and endorsement of Episcopal priests seeking employment as Federal/DoD chaplains. It is also responsible for continued training, guidance, support, and spiritual growth of chaplains in its care.

JOB SUMMARY

The Canon to the Bishop of Armed Forces and Federal Ministries supports the mission of the episcopacy ensuring the recruitment, administration and application process for Federal Ministry Chaplains is seamless and accordance with all federal directives and regulations. Additionally, the Canon serves as a liaison between all Federal Governmental agencies, external constituencies, international partners, Dioceses of the Episcopal Church, Transition Ministry, The Anglican Communion, National Cathedral Staff and the Bishop of Armed Forces and Federal Ministries of the Episcopal Church. The Canon also supervises the Executive Assistant to the Bishop regarding administrative support required for the administration and application process for Federal Ministry Chaplaincy and Annual Training Symposium.

REPORTING RELATIONSHIPS

The Canon to the Bishop for Armed Forces and Federal Ministries (AFFM) reports directly to the Bishop for Armed Forces and Federal Ministries for the Episcopal Church. When the Bishop for the Armed Forces is on travel or unavailable, the Canon to the Bishop assumes responsibility for the operations and official communications from the office of Armed Forces and Federal Ministries

DUTIES & ESSENTIAL JOB FUNCTIONS (Please list in order beginning with the most important)

PRINCIPAL RESPONSIBILITIES
Recruiting: Identify, screen and support potential and future chaplain candidates as they discern a call to Federal Ministry Chaplaincy within the Episcopal Church 25%
Administration and Training: Administer all aspects of the application, accession, and endorsement process for Federal Ministry Chaplaincy in the Episcopal Church. Chair Chaplain Selection Committee and schedule and administer selection boards. Develop, implement and supervise Annual Training Symposia to include identifying venue site and faculty 35%
Communication: Regular and responsive communications with chaplain candidates, chaplains, Military and Federal Chaplain Chiefs and endorsers. Identify and create content for monthly newsletter and training materials. 30%
Chaplain Care: Communicate Chaplain Cares and concerns to BAFFM. Review Semi-annual Reports in conjunction with Bishop and identify trends and address pastoral concerns 10%

OTHER FUNCTIONS AND RESPONSIBILITIES

The Canon to the Bishop is responsible for the overall tone of AFFM, is the right hand of the bishop and must be a self-starter, able to respond with flexibility, and sound judgement in support of the bishop, who is often supporting chaplains away from the office. Extensive knowledge of the Episcopal Church, high emotional intelligence, and superior communication and organizational skills are essential to this position. Must be comfortable speaking with senior military officers and federal executives.

QUALIFICATIONS

This position requires someone who is self-motivated, requires minimal supervision, highly organized, can maintain confidentiality and familiar with both the Episcopal church and the Military.

REQUIRED

- A minimum of a master's degree in Divinity, Theology, Leadership or Communications
- 10 or more year's experience in recruiting, development and or Federal Chaplaincy
- Working knowledge of current Microsoft office management programs (Word, Excel, Teams, Publisher)
- Attention to detail
- Good communications skills both writing and speaking
- Ability to speak and communicate across diverse constituencies.
- Knowledge and competence in social media platforms
- Travel is required

PREFERRED

- Familiarity with the Episcopal Church, its polity, and protocol
- Professional level experience
- Ability to work as a member of a collaborative team
- Military experience, either as a service member or as a DoD employee; knowledge of military protocol

WORK ENVIRONMENT

We are a small staff of three. We have a collaborative working environment that requires confidentiality, as pastoral concerns often involve sensitive issues. The work environment demands that all employees demonstrate a high level of respect, dignity, attention to protocol, and a sense of humor.

Salary Range: \$112K-\$117K