



## **The Episcopal Diocese of Virginia Canon to the Ordinary**

### **DIOCESAN OVERVIEW**

The Episcopal Diocese of Virginia (EDoV) consists of 173 congregations, five schools, and two diocesan homes. We are a community of disciples who love Jesus, are transformed by a faith lived out in daily life and committed to racial justice and reconciling all people with God and one another. We are members of an inclusive faith that welcomes everyone to join us on our journey in Christ. Our diocesan mission is: Love Jesus. Embody justice. Be disciples.

### **POSITION OVERVIEW**

The Canon to the Ordinary serves as the Bishop Diocesan's advisor in pastoral, administrative, and canonical matters relating to clergy and congregations. The person serving in this role is a member of senior leadership of the Bishop's staff and collaborates closely with the Canon for Racial Justice and Healing and the Canon for Discipleship to engage the diocesan priorities around discipleship and racial justice.

This position is open to both ordained and lay candidates.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Reporting to the Bishop Diocesan, the Canon will serve as a member of Diocesan Leadership, meeting regularly with the bishops and other key leadership staff to monitor the life and work of the Diocese for strategic planning.
- The Canon will represent the bishops as requested to respond to inquiries, attend meetings, and /or serve on leadership bodies as canons/bylaws allow.
- In close collaboration with the bishops and Chief of Staff, monitor and ensure the ongoing development of diocesan ministry and programs that further the diocesan strategic vision.
- Meet regularly with laity, clergy, congregations, and diocesan bodies throughout EDoV.
- Oversee and serve collaboratively with the Transition Minister, the Registrar and Historiographer, and an Administrative Assistant.
- Plan and promote monthly clergy calls.
- Serve collaboratively with the diocesan Administrator for Safe Church to ensure the implementation of policies for the protection from sexual misconduct and the provision of training as it relates to diocesan programs, clergy, congregations, diocesan employees, and diocesan institutions.
- Serve as Procedural Officer for Title IV matters.
- In collaboration with the Ecclesiastical Disciplinary Board: Ensures that canonically mandated Title IV Training, and the recruitment of Intake Officers, Advisors, and persons for Pastoral Care is addressed on an ongoing basis.
- Generate confidential files.
- Prepare regular reports to the Executive Board of the Diocese.

- Under the direction of the bishops, works closely with congregations in conflict, securing consultants and training as needed.
- Provide resources and consult with priests and wardens on matters of concern.
- Provide resources to the Archdean and Council of Deans, in coordination with the Bishop.
- Represent the Bishop on various committees and task forces, as assigned by the Bishop.
- Assist the Diocesan Secretary in the design and implementation of the Annual Convention of the Diocese.
- Accomplish other duties as assigned by the Bishop Diocesan.

### **EXPERIENCE AND EDUCATION:**

- Knowledge and understanding of the polity, structure, programs, and theology of The Episcopal Church, and ability to interact successfully with all entities of EDoV.
- 8+ years' experience of leadership in faith-based setting.
- 5+ years' experience in larger church systems, such as diocesan or church-wide ministry.
- Sufficient evidence of Christian Theological Education.

### **PERSONAL TRAITS AND STRENGTHS**

A successful Canon demonstrates the following characteristics:

- Curious, pastoral, and empathetic listener with a high degree of emotional intelligence.
- Courageous innovator who can foster and amplify new ideas.
- Gifted networker and relational confidante who can build trust and community.
- Skilled facilitator, teacher, public speaker, and preacher.
- Organized and detail-oriented practitioner who can thrive in ambiguity while engaging complex tasks.
- Collaborative colleague with excellent oral and written communication skills.
- Demonstrated ability to thrive in a collaborative working environment.
- Joyful disciple grounded in Christian theology and scripture.

Job Type: Full-time, with some evenings and weekends

Travel: 25-30% primarily within EDoV

Richmond area residency required

Reports to: Bishop Diocesan

To apply, please submit the following:

- Cover letter, resume and three references, one of which must be a recent supervisor.

Please submit all materials to Nerissa Crockett at [ncrockett@episcopalvirginia.org](mailto:ncrockett@episcopalvirginia.org)

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