



The Episcopal Diocese of Bethlehem Southern Canon Missioner



SUMMARY / OBJECTIVE

The Southern Canon Missioner, reporting to the Bishop and working in partnership with the Canon for Mission Resources & COO and Northern Canon Missioner, leads the Mission Priorities of the Diocese of Bethlehem, focusing particularly on the Parishes of Convocations V, VI, VII, and VIII. The Southern Canon Missioner oversees the development of permeable and adaptive models to nurture the growth of new Christian Communities as well as support legacy Parishes by providing leadership support and strategic recruitment / placement of clergy. The Southern Canon Missioner serves as Rector of an Anchor Parish as designated by the Bishop and supervises at least one Assistant Priest. Additionally, the Southern Canon Missioner develops and leads Spiritual Formation offerings to nurture the soul of the Diocesan community.

ESSENTIAL FUNCTIONS

- Envision the Planting of new Christian Communities
 - Develop with Bishop and Canon for Mission Resources & COO a 3-year plan that envisions new Christian Communities and promotes the formation of new Church Fellowships
 - Support Convocation and Assembly efforts to form new Ministry Fellowships
 - Support the planting of Latinx Communities (working with Canon for Racial Reconciliation and Community Engagement)
- Nurture a culture of Spiritual Formation
 - Provide resources and offerings to Parishes and Convocations in the Southern Region
 - Lead the planning of major Diocesan Formation Events
- Provide leadership support to strategic legacy Parishes
 - Schedule and make visits to provide support to Southern Region Convocations
 - Provide congregational assessment/intervention
 - Provide ongoing leadership support and pastoral / crisis care to clergy and lay leaders
 - Review Worship materials with Rector / Priest-in-charge in advance of Visitation by Bishop
- Support Commission on Ministry (COM) process with Bishop and COM Chair to meet the future leadership needs of the Diocese
 - Support regional candidates in Formation (Traditional Seminaries / EDS at Union / Stephenson School, etc.)
 - Oversee Canonical paperwork and communicate with COM on document status
- Reimagine Transition Ministry
 - Envision new search models that are adaptable and assist in the recruitment of new clergy leaders
 - Integrate efforts of Bishop, Canon for Mission Resources & COO and Communications Consultant in support of Vestries and Search Committees during transition process
 - Attend national Transition Ministry Conferences (1-2 times/year)
- Co-facilitate Fresh Start Leadership Program

- Forge new partnerships with neighboring Dioceses
 - Envision with Bishop, the Standing Committee and Diocesan Council a plan for future partnerships and sharing of resources
- Work with Diocesan Ecumenical Officer to create a new model for Ecumenical Partnerships that moves beyond the traditional “officer” position
- Special projects and any other duties as assigned by the Bishop

COMPETENCIES

- Collaborative Skills. As a vital part of the Diocesan Leadership Team, the Southern Canon Missioner will work as a team player sensitive to and supportive of the needs of others.
- Communication Proficiency. Strong verbal and written communication skills. Clearly and regularly communicates with other team members.
- Discretion / Confidentiality. Ability to be discreet and observe strict confidentiality.
- Organizational Skills. Self-directed, able to plan, organize and perform necessary tasks without supervision. Ability to prioritize, work in a fast-paced environment, handle several complex tasks at once, meet unexpected deadlines, and deal with a wide variety of people and situations.
- Pastoral Presence. Attentive to the pastoral needs of parish leaders.
- Presentation Skills. Ability to clearly articulate goals and priorities.
- Episcopal Church Polity. Understanding of the Church at local, Diocesan, and wider-church levels and support of its mission.

POSITION TYPE AND EXPECTED HOURS OF WORK

The Southern Canon Missioner is a full-time, senior level, exempt position with significant leadership and decision-making responsibility for the Diocese and its Mission. The Southern Canon Missioner is expected to work a 5-day flexible schedule that includes evenings and weekends. In consultation with the Anchor Parish, Assistant Priest(s) will be assigned by the Bishop to the Anchor Parish staff to support the ministry of the Rector / Southern Canon Missioner. The Southern Canon Missioner mentors and supervises the Assistant Priest(s). A 2-year assignment is anticipated. The Anchor Parish would maintain their budgeted compensation levels by paying 3/4 of the salary & benefits of the Assistant Priests and approximately 1/4 of the salary of the Rector / Southern Canon Missioner. The Diocese would pay 3/4 of the salary and benefits of the Rector / Southern Canon Missioner. The Southern Canon Missioner will work with the Bishop to determine a schedule, including days off.

REQUIRED EDUCATION AND EXPERIENCE

- M.Div. or Masters level degree
- Five + years Program Development / Community Non-profit or
- Five + years of Parish or Diocesan Experience
- Completion of successful Oxford Background Check

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice at the discretion of the Bishop.

SIGNATURES

.

Bishop _____ **Date** _____

The Rt. Rev. Kevin D. Nichols, Bishop of Bethlehem

Employee has had the opportunity to review and to ask questions about this job description.
Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ **Date** _____