



Canon to the Ordinary for the Episcopal Diocese of West Tennessee

Job Summary

The primary role of the Canon to the Ordinary is to serve as the Bishop's 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 forming effective working relationships with diocesan staff as well as clergy and laity. They will work to establish and maintain effective systems to carry out the vision and programs initiated by diocesan leadership.

Essential Functions

- Help facilitate the diocesan mission strategy, including supporting congregational vitality and leading a task force focused on revitalizing small congregations
- Serve as Transition Minister, managing congregational vacancies and searches, assisting clergy seeking new calls and facilitating clergy recruitment
- Oversee the discernment process for Holy Orders
- Oversee the planning and implementation of diocesan convention as well as other learning opportunities for lay leaders and clergy
- Support the work of diocesan committees and commissions
- Develop relationships with clergy and lay leaders of the diocese and maintain ongoing connections through congregational visits and support for vestries and mission councils

Other Responsibilities

- Participate in staff meetings
- Serve as supply clergy
- Relate with colleagues across diocesan and denominational boundaries
- Additional tasks which support the Bishop's vision and the mission of the diocese

Qualifications

- Ordained as a priest in The Episcopal Church in good standing
- Clarity of vocation and purpose with an established prayer life
- Master of Divinity degree from an accredited seminary
- At least five years of experience managing a congregation or faith based organization
- Familiarity with the polity and canons of The Episcopal Church
- Ability to work in a collegial and collaborative fashion with others
- Excellent written and verbal communication skills
- 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 maintain confidentiality of information and be discreet about sensitive matters
- Strong preaching and liturgical skills

This full-time position involves working in person at the diocesan office in Memphis, Tennessee. Applicants must live within commuting distance of the diocesan office and have the ability and willingness to travel throughout the diocese, which includes 21 counties in the western part of the state.

The base salary is \$120,000, which includes an allocation for housing allowance and SECA. Persons interested in the position are asked to email a cover letter, resume, and OTM portfolio to Canon Alisa Kelly, Canon for Finance and Administration (akelly@episwtn.org) by March 4, 2024.