

The Episcopal Church  
Province III  
Job Description

Position Title: Province III Coordinator  
Reports to: Province III President, Vice President, and Treasurer

Overview: The incumbent serves as operations manager for Province III. This position requires a courteous and competent individual with strong communication and technical skills to direct the outreach of Province III to its thirteen Dioceses and to the Episcopal Church around the world.

Among the Coordinator's most critical duties is to ensure that our dioceses are equipped to participate in the programs of the Province effectively and regularly with the Province and each other through remote means. Programs to be implemented via teleconferencing and/or virtual meetings include:

- A) Continuing theological education for clergy, lay leaders, and lay persons;
- B) Church management skill-building including the use of information technology (IT) tools, Canon Law instruction, professional development for vestry and wardens, and instruction in the clergy disciplinary process;
- C) Provision of resources for developing and nurturing ethnically diverse congregations including those using languages other than English in their liturgies;
- D) Effective strategies for fostering racial reconciliation in advance of offering and participating in on-site workshops

The incumbent is expected to be highly skilled in working with IT applications and managing, including facilitating regular conference calls and webinars with many participants (i.e. the Go To Meeting software).

The Province III Coordinator is expected to take the lead in identifying strong resources within our dioceses which can be shared readily across diocesan boundaries thus strengthening ministries across the Province at the parish and diocesan levels. The Province III Coordinator is expected to be in regular consultation with our Bishops and Province III Ministry Coordinators to facilitate a culture of collaboration in resolving issues and accomplishing the goals of the dioceses and the Province.

Specific Duties and Responsibilities:

- A) Establishes a network of resources for shared ministry support;
- B) Works with Diocesan Bishops, Standing Committee Chairs, Province III Leadership and appropriate IT consultants;
- C) Co-ordinates all arrangements for the annual Synod;
- D) Co-ordinates all arrangements for the meetings of the Provincial Council;
- E) With the Province III President, creates the agendas for all meetings; notifies members of meetings and events;
- F) Facilitates the Synod, Council and Province III Ministry Coordinators' Meetings;
- G) Supports and promotes the respective programs of the Ministry Coordinators;
- H) Meets monthly with the President and at various times with other officers;
- I) Recruits individuals to fill vacancies among Province III Council and Ministry Coordinators;
- J) With the Province III Treasurer, prepares the proposed annual budget;
- K) With the Province III President, establishes programs and initiatives with the Province III Council's approval;
- L) Supports the Ministry Coordinators in preparation of their program budgets;
- M) With the Treasurer, monitors the financial performance to the budget during the year;
- N) Attends Provincial Synod and Council meetings;
- O) Prepares reports for Provincial meetings (budget report with Treasurer);
- P) Attends the annual Provincial Leadership Conference and the triennial General Convention (Province Dinner and PB Nominating Committee Election);
- Q) Maintains regular email and phone contacts with other province coordinators, Wider Church office, the 13 Province III diocesan offices, the ministry coordinators, and the Diocesan Representatives;

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- R) Meets with Coordinators as requested; strives to attend Programs' meetings and events;
- S) Responds to inquiries concerning Province III;
- T) Maintains all contact information for Province III Officers, Delegates, Representatives, Deputies, Ministry Coordinators and 13 Province III Diocesan offices;
- U) Strives either to attend or arrange for a Province III representative to attend Diocesan Conventions with Province III display, and sometimes to address the Convention;
- V) Prepares all correspondence as necessary;
- W) Oversees the Province III website;
- X) Establishes and supports the Province III Newsletter, collecting, writing and soliciting articles;
- Y) Maintains mailing list and arranges for the printing and distribution of the Newsletter.

Experience and Competencies

- Undergraduate degree or comparable education and work experience;
- Advanced interpersonal skills that enable diplomatic, highly effective communication as the highly visible ambassador of Province III;
- Administrative experience with church and/or non-profit organizations, including arranging and organizing conferences/ meetings, particularly those relying upon technology for virtual meetings and webinars;
- Proven knowledge of work flow management and organizational skills including attention to detail;
- Experience planning, developing and administering budgets;
- Embrace of current advanced communication and web technologies;
- Demonstrated competence using the Microsoft Office Suite (Outlook, Word, Excel, Publisher, PowerPoint).

Job Description Revised and Approved:

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Date

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Province III President

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Province III Vice President