

The Episcopal Church
Province III
Job Description

Position Title: Ministry Coordinator

Overview: The goal of Province III is to encourage a forum for the sharing of programs, resources and ministries by the people of over 1,000 provincial parishes and the thirteen dioceses in such a way as to develop effective strategies for coordinating and enhancing the use of regional and national resources. To this end, Province III maintains Ministries, each overseen by the Ministry Coordinator. Current Ministries include: Altar Guild, Anti-Racism Awareness and Training, Campus Ministries, Christian Education, Church Periodical Club, Episcopal Church Women, Congregational Development, Health Ministries, Peace & Justice, Small Church Ministry, Vocations Ministry, United Thank Offering and Youth Ministry. The Ministry Coordinators shall have completed or shall complete anti-racism training within one year of being appointed.

Duties of the Position:

- A) Oversee a committee to carry out their ministry, including regular contact with its members;
- B) Maintain regular correspondence and interaction at least quarterly with the Province III Dioceses in furthering their ministry, in particular coordinating Province's activities with the person in the Diocese responsible for that ministry;
- C) Organize and facilitate meetings and conferences specific to the ministry;
- D) Maintain regular contact at least quarterly with the other Province III Ministry Coordinators as to where the different Ministries overlap to coordinate the ministries' activities and cross-post on the Province III Website;
- E) Maintain regular contact at least quarterly with the organizations in the other Provinces and the larger Episcopal Church engaged in their ministry;
- F) Maintain an up-to-date page with regular postings on their ministry's activities on the Province III Website, including the resources available in the Dioceses of our Province, the other Provinces, and in the larger Episcopal Church;
- G) With the guidance of the Province III Coordinator and Treasurer, prepare the annual budget for their ministry to be submitted to the Province III Treasurer prior to the fall Council meeting;
- H) Make written and/or video reports on their ministry's activities for the Province III Synod and Council meetings;
- I) Attend the fall Province III Council Meeting and the Synod Meeting as needed.

Job Description Revised and Approved:

Date of Provincial Council Meeting

Province III President

Province III Vice President