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| POSITION TITLE | Canon to the Ordinary | | |
| DEPARTMENT | Office of the Bishop | | |
| DATE REVIEWED | 1/2024 | FLSA STATUS: Exempt | |
| REPORTS TO | Direct: Bishop | | Indirect: N/A |
| SUPERVISES | To be determined in consultation and at the direction of the Bishop | | |
| JOB SUMMARY | The Canon to the Ordinary in the Diocese of Southern Ohio works collaboratively with the Bishop, the diocesan staff, and diocesan leaders, both lay and ordained, to develop a culture of faithful discipleship that serves to build up the Body of Christ that is the Church. The Canon works closely with the Bishop and diocesan leadership to connect mission and vision with action. | | |
| ESSENTIAL FUNCTIONS | <p>Primary Responsibilities</p> <ul style="list-style-type: none">• Advisor to the Bishop• Advisor and Resource to Clergy, Congregations and Leadership Bodies• Chief of Staff <p>As Advisor to the Bishop, the Canon to the Ordinary will:</p> <ul style="list-style-type: none">• Prepare and advise the Bishop for meetings, visitations, and public presentations; follow up as needed in support of the Bishop's work.• Counsel the Bishop and other leaders on matters essential to congregational and diocesan leadership, while building trust and maintaining appropriate confidentiality.• Serve as a leader among senior diocesan staff; establish and develop relationships with the Bishop, other Canons, staff, and leaders to build connections across the diocese.• Represent the Bishop as requested in leadership, pastoral, or liturgical roles.• Report to diocesan governing bodies on matters for which the Canon to the Ordinary is assigned primary responsibility.• Commit to pray for the Bishop and the Diocese of Southern Ohio. <p>As Advisor to Clergy, Congregations and Leadership Bodies, the Canon to the Ordinary will:</p> <ul style="list-style-type: none">• Collaborate with the Bishop and ensure preparations for clergy gatherings, including at least one clergy retreat with the Bishop every year.• Collaborate with the Bishop, diocesan clergy and lay leaders, to ensure preparations for diocesan leadership orientations and ongoing support, including an annual joint governing bodies' retreat.• Provide support in preparation for, and leadership of, the meetings of diocesan governing bodies, as appropriate.• Actively develop and strengthen relationships with lay and ordained leaders across the diocese, through intentional individual and group conversations and prayer, timely responsiveness, and clear and consistent communication.• Offer counsel and resources to clergy and lay leaders on matters of question, conflict, or concern. | | |



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| | <ul style="list-style-type: none">• Collaborate with the Bishop to ensure preparations for Diocesan Convention that are consistent with the Bishop's vision and the Diocesan mission.• Invite and encourage thorough participation in diocesan listening sessions toward building a shared diocesan mission; once established, help to maintain a faithful and disciplined diocesan focus on its implementation.• Respond to matters of conflict that arise between clergy, congregational leaders, and/or members of the wider community. Serve as a liaison between the diocesan intake officer, Bishop, and the regional Title IV council.• Commit to pray for the mission of the diocese, and for the clergy, lay leaders, and congregations of the Diocese of Southern Ohio. <p>As Chief of Staff, the Canon to the Ordinary will:</p> <ul style="list-style-type: none">• Align the work done by diocesan staff to support the shared diocesan mission, ensuring that staff members have clarity about their roles and the ability and resources to do the work that is necessary.• Conduct regular supervision meetings with all direct reports; provide prompt feedback, develop and prioritize goals, and conduct annual performance reviews; establish this pattern with all diocesan staff in supervisory roles; advise and offer resources to build healthy management practices.• When necessary, mediate on administrative and personnel issues; address conflict and move toward clarity and reconciliation.• Monitor performance; coordinate evaluation and disciplinary processes as needed.• Facilitate the recruiting, orientation, training, development, and recognition of staff.• Serve as a resource to clergy and lay leaders on personnel matters.• Ensure that the activities and expectations of diocesan staff are consistent with the diocesan employee handbook and with best practices.• Commit to pray for the diocesan staff, and for the employees of all congregations and diocesan entities and affiliates throughout Southern Ohio, and for the work that God gives us to do. |
| QUALIFICATIONS | KNOWLEDGE AND/OR EXPERIENCE <ul style="list-style-type: none">• Five years' ordained experience in church leadership in the Episcopal Church, including supervising staff• Familiarity with the polity and canons of the Episcopal Church• Excellent facilitation skills, and the proven ability to lead effective meetings• Proven ability to maintain a sense of the big picture while implementing concrete details• Proven ability to collaborate, develop teams, support participation, share responsibility, and give appropriate credit• Proven ability to engage and resolve conflict in a productive manner• Strong skills in preaching and in leading liturgy JOB SPECIFIC CHARACTERISTICS & COMMITMENTS <ul style="list-style-type: none">• A foundational understanding that among the essential work of this diocese is to equip congregations and leaders for ministry, and the desire and skills to support that work |



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| | <ul style="list-style-type: none"> • An established pattern of prayer, and relationships and practices that support health and well-being • Self-motivation, self-awareness, curiosity, and adaptability |
| DESIRED EXPERIENCE & SKILLS | <p>COMPUTER SKILLS</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, Excel, Power Point, and Outlook) and social media platforms • Proficient in online meeting platforms such as Zoom and Microsoft Teams |
| PHYSICAL REQUIREMENTS / WORK ENVIRONMENT | <p>LANGUAGE</p> <ul style="list-style-type: none"> • Spanish language skills are helpful but not required <p>PHYSICAL REQUIREMENTS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.</p> <p>WORK ENVIRONMENT This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.</p> <p>WORK SCHEDULE This is a full-time position. The position requires flexible hours, including evenings and weekends. The position is full time and salaried. The actual numbers of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year.</p> <p>TRAVEL REQUIRED Travel is expected for this position. The Canon to the Ordinary will travel regularly to visit congregations, ministries, programs, and new initiatives in the diocese, in addition to being present for gatherings of diocesan and church-wide leaders as appropriate to assigned duties and in support of deepening bonds of trust and relationships throughout the diocese and wider church.</p> <p><i>Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</i></p> |

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required in order to perform the work. Management may, at its discretion, assign or reassign duties and responsibilities at any time.