



## Canon to the Ordinary for the Episcopal Diocese of Maine

### Job Summary

The Canon to the Ordinary is the senior advisor to the bishop for mission strategy, governance, congregational development, and the chief of the diocesan staff. The Canon to the Ordinary encourages the ongoing development of a faithful culture, strategic action, and effective systems so that the people of God called into community as the Diocese of Maine grow from strength to strength in mission and faith.

### Essential Functions

- Seek and serve Jesus Christ in all persons; amplify faith in and enthusiasm for Jesus Christ, crucified and risen.
- Strengthen the diocesan staff's identity as a team of people called to serve the congregations, clergy, and communities of the Diocese of Maine through clarity of purpose, generosity of spirit, emotional intelligence, and definition of roles.
- Supervise the staff as a whole and provide for the development of each staff person, in alignment with the Bishop's strategy and mission priorities
- Oversee implementation of diocesan mission strategy, especially congregational development and vitality, bringing fresh hope, new ministry models, and transformative ideas to the work of the church in Maine.
- Facilitate mutual ministry reviews, vestry retreats, ministry strategy, and spiritual development among staff, clergy, leaders, and congregations.
- Strengthen the diocese's developing collaborative partnership with the Dioceses of New Hampshire and Vermont
- Partner with the Bishop, Transition & Deployment Minister, and clergy formation efforts to recruit and develop a collegial and talented community of clergy.
- Develop and manage processes to address clergy discipline and congregational conflict.
- With the Director of Engagement and Director of Formation, manage diocesan convention as well as other leadership and formation initiatives for lay leaders and clergy.
- Oversee the discernment process for lay leadership and Holy Orders, working as a partner with the Commission on Ministry
- Interact with, support, and connect all diocesan program and governance bodies

### Other Responsibilities

- Facilitate staff meetings, retreats, and formation opportunities

- Conduct staff reviews and support ministry goal setting
- Collaborate with senior staff in other dioceses, especially in New Hampshire and Vermont
- Additional tasks which support the Bishop's vision and the mission of the diocese

### Qualifications

- Capacity to describe vocation, call, and purpose
- An established prayer and worship life
- Warmth of personality, generosity of spirit, compassion in adversity, and joy in all
- Ability to separate self from ministry and model healthy boundaries
- 5+ years of experience leading a congregation or faith-based organization
- Possess a working knowledge of the polity and canons of The Episcopal Church
- Commitment to fostering a collegial, collaborative, and faithful culture
- Excellent written and verbal communication skills
- Capacity to manage projects and people with minimal direction or direct supervision
- Excellent time management, organizational skills and attention to detail
- Able to maintain confidentiality and to take in stride tumult that comes across the transom
- Strong preaching and liturgical skills

This full-time position involves working in person at Loring House in Portland, Maine, and offers some flexibility for at-home work. The Canon to the Ordinary must travel frequently throughout Maine and Northern New England, especially on Sundays.

The base cash compensation is \$105,000 plus health and dental coverage, 18% pension, digital tools, and a diocesan-owned automobile. If ordained, housing allowance and partial self-tax reimbursement will be determined.

*Lay professionals as well as ordained are encouraged to apply for this position.*

Applicants should email a cover letter, resume/CV (and OTM profile if ordained) to Ms. Lauralee Raymond, executive assistant to the Bishop of Maine, [lraymond@episcopalmaine.org](mailto:lraymond@episcopalmaine.org)