



# Anglican Diocese of Pittsburgh

907 Middle Street, Pittsburgh, PA 15212

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**Job Title:** Canon to the Ordinary

**Reports to:** Diocesan Bishop

**Status:** Full Time

**Requirements:** Priest in good standing in the ACNA; excellent communication and pastoral skills; significant experience in parish ministry

## Objective of the Position

The Canon to the Ordinary assists the diocesan Bishop in the mission of the diocese. At the Bishop's direction and discretion, the Canon to the Ordinary serves to facilitate the Bishop's work as senior pastor and diocesan CEO. The Canon to the Ordinary attends diocesan or provincial functions as representative of the bishop at his request. The Canon to the Ordinary functions as chief operating officer for the diocese.

## Primary Duties

1. Chief Operating Officer
  - a. Coordinate the work of the diocesan staff to include receiving updates on their respective areas of responsibility, preparing for weekly staff meetings, and coordinating recommendations to the Bishop to aid him in effective decision making.
  - b. Working with the diocesan administrator to ensure that all aspects of the administrative function of the diocese are adequately covered, including but not limited to:
    - i. appropriate staffing for the diocese,
    - ii. maintenance of the list of canonically resident clergy who are in good standing and those who are licensed in the diocese, and
    - iii. clearances and documentation for canonically resident and licensed clergy.
  - c. Provide leadership and project management of diocesan initiatives as negotiated with the Bishop.
  
2. Deployment and Clergy Formation
  - a. Oversee the ordination process.
  - b. Oversee the process for clergy transferring in from outside the ACNA.
  - c. Work with the Bishop to plan for deployment and training of newly ordained transitional deacons.

- d. Work with the Bishop regarding clergy seeking admission to the diocese to determine the advisability of admitting them and, where appropriate, inform them of any requirements to facilitate their transfer.
  - e. Answer queries from seminarians and clergy seeking positions within the diocese and work with the Bishop to assist them in finding possible placements.
  - f. Oversight of clergy discipline process.
3. Parish Transitions
- a. Work with the clergy and lay leaders of a congregation when a vacancy occurs in the office of the rector, to assess and monitor the health of the parish and recommend necessary actions and rector candidates to the Bishop.
  - b. Provide and interpret diocesan guidelines for congregations in search of a new rector.
  - c. Assist the Bishop in finding and screening candidates for rector.
  - d. Work with the diocesan chancellor and the Standing Committee to review the articles of incorporation and bylaws of congregations applying for a change in status.
  - e. Represent the Bishop in assisting parishes in their search process.
  - f. Represent the Bishop in dealing with pastoral and crisis matters in congregations.
  - g. Undertake other special tasks assigned by the Bishop regarding special circumstances in a congregation or other matters as they arise.