



Canon for Congregations & Transitions

The Episcopal Church in Connecticut
Meriden, CT

Overview:

We are actively recruiting for a Canon for Congregations & Transitions for the Episcopal Diocese of Connecticut, known as the Episcopal Church in Connecticut (ECCT). ECCT provides oversight and administrative support for over 150 Episcopal parishes on behalf of the approximately 50,000 Episcopalians living in the state. It is one of over 110 dioceses that collectively form The Episcopal Church, a U.S.-based member church of the worldwide Anglican Communion.

ECCT is committed to participating in the mission of God in Jesus through the power of the Holy Spirit in these challenging times for the church and for the world. We understand God's mission to be about restoring all people, and all creation, to unity with God and each other in Christ. The bishops and staff of the Episcopal Church in Connecticut are dedicated to helping Episcopalians own their calling as followers (disciples) of Jesus, sent as apostles in the mission of God in this new missional age.

If the idea of joining ECCT as the Canon for Congregations & Transitions seems to be where God is calling you next, we encourage you to apply.

Job Type: Full time, exempt

Duties and Responsibilities of the Position:

The Canon for Congregations & Transitions (CC&T) is a full-time position that assists the bishops in the pastoral ministry of oversight, serving clergy and congregations in times of clergy transition. The CC&T serves as ECCT's Diocesan Transition Minister (DTM). In addition, the CC&T provides oversight to the Director for Congregational Development & Networking to empower ECCT's parishes and worshipping communities to embrace their primary vocation as full expressions of the Body of Christ within their unique contexts.

Principal Duties and Responsibilities:

In addition to other duties as may be assigned by the Bishop Diocesan, the specific duties and responsibilities include the following:

- Support vestries and parishes in transition by, among other things, attending vestry meetings, supporting parishes in recruiting candidates, and assisting vestries with the interviewing process, including provision of Unconscious Bias training and mock interviews.



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- Receive and review applications from candidates; oversee the completion of initial reference checks.
- Manage candidate data; provide candidate information to the Bishop of Record for purposes of the Bishop-to-Bishop call; and prepare and present candidate materials to parish.
- Manage Letters of Agreement, which includes supporting negotiations, developing drafts, and approving final terms.
- Maintain all clergy files related to transitions.
- Provide onboarding information to clergy new to Connecticut, and facilitate exit Interviews with departing clergy.
- Prepare for, convene, and facilitate weekly ECCT Transitions meetings
- Serve as liaison to the wider Episcopal Church regarding transition ministry
- Provide accurate and timely content and editorial support for newsletters and ECCT website content regarding clergy transitions
- Provide oversight and support for the Director of Congregational Development & Networking

Qualifications

To perform this job successfully, an individual must be able to discharge each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, experience, skills, and/or ability desired:

- A Master of Divinity and/or a comparable degree from an accredited institution
- An ordained Episcopalian in good standing with at least 10 years of demonstrable congregational experience; or a confirmed communicant in good standing active in an Episcopal congregation with similar demonstrable levels of congregational experience
- Proven experience in congregational development, revitalization, and an understanding of the dynamics of parishes of different sizes and in different contexts (rural, urban, suburban, economics, demographics, etc.)
- Must have at least three years of experience supervising and managing employees and/or volunteers
- A person of prayer, deeply formed in the Episcopal tradition, a follower of Jesus, and a creative person able to participate with ECCT, its bishops and lay



and ordained leaders, as together we discern where God is leading us and how to join Jesus in changing the world

- A demonstrated commitment to intercultural competency and clear understanding and commitment to diversity, equity, and inclusion
- A commitment to working from a servant leadership perspective, rather than 'top down' or expert model, to better encourage "a community of parishes helping other parishes."
- Experienced with group facilitation and dynamics; have keen assessment skills for systems and relationships
- A strong communicator and preacher, with excellent written and verbal communication skills
- An empathetic listener who is skilled in conflict management, with exceptional interpersonal skills
- Broad and deep experience working with clergy from a variety of backgrounds and different levels of maturity and self-awareness is strongly desired
- Proficiency in Spanish and/or Haitian Creole is a plus, but not required
- Valid driver's license with a safe driving record and reliable transportation
- Must reside in, or be willing to relocate to, the State of Connecticut
- U.S. work authorization required

Expected Hours of Work:

The Canon for Congregations & Transitions is expected to work an average of 40-50 hours per week, recognizing that some weeks will be busier than others. Some of these work hours will be in the evenings and/or weekends, so the ability to have flexible hours and manage time is essential. There may be occasional travel outside of Connecticut for conferences and gatherings.



Compensation and Benefits:

Compensation is commensurate with education and experience. The salary range for the position is \$110,000- \$113,000. For ordained clergy, this is inclusive of a housing allowance. Clergy are also eligible to receive a Social Security supplement. The Canon is eligible to enroll in the health, life, and dental insurance plans offered by ECCT. A percentage of the premiums for insurance is borne by ECCT as determined by Mission Council. There is also a cash-in-lieu of health benefits option. Other benefits include generous paid time off and parental and other leave benefits. All benefit policies are subject to change based upon vote by the Mission Council of the Episcopal Church in Connecticut.

Supervision: This position reports directly to the Bishop Diocesan. This position supervises the Program Associate and will also supervise the Director of Congregational Development & Networking (to be hired). Regular feedback in the form of check-ins, goal meetings, and annual review appraisals are expected of all supervisors.

EEO/Affirmative Action:

ECCT provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, age, sex, national origin, sexual orientation, gender identity or expression, disability status, HIV/AIDS status, religion (except for positions where active membership in the Episcopal Church is a bona fide qualification), veteran status, marital status, familial status, status as a victim of domestic violence, or other characteristics protected by law.

ECCT believes diversity is of God and God's good creation. We are dedicated to recognizing, understanding, celebrating, and utilizing differences to participate in God's mission. ECCT is particularly committed to racial healing, justice, and reconciliation in the Church and in society. Individuals from historically under-represented groups are encouraged to apply.

Interested applicants should send a resume, with a cover letter, to the attention of: Jean Tomasco, Director for Human Resources, jtomasco@episcopalct.org. Accepting applications through November 15, 2024 (or until the position is filled, which may be earlier), with applications being reviewed on a rolling basis as submitted.