



Canon to the Ordinary, Episcopal Diocese of Oklahoma

The Canon to the Ordinary in the Episcopal Diocese of Oklahoma serves as the primary clergy assistant and counselor to the Bishop, working to establish and maintain the healthiest and most effective systems possible to carry out the visions and programs initiated by the Bishop and the lay and ordained leadership of the diocese. The Canon accomplishes this by building strong, trusting relationships with the Bishop and staff, and with clergy and lay leaders throughout the diocese.

The Canon has four key areas of responsibility:

- **Counselor.** The most important area of responsibility for the Canon is providing counsel and advice to the Bishop. This includes:
 - Proactively identifying situations that need the Bishop’s attention and offering recommendations for effective response.
 - Practicing open and transparent communication, using excellent oral and written communication skills.
 - Maintaining confidentiality at the highest level

- **Administrator.** The Canon coordinates the overall ongoing administration of the diocese, especially in the absence of the Bishop. This will require the ability to manage individuals, build teams and inspire followers, using strong interpersonal, relational and relationship building skills. Specific duties include:
 - Working closely with diocesan staff as well as elected and appointed diocesan leaders.
 - Interpreting and administering diocesan policies and procedures; recommending changes to policies and developing new policies and procedures as needed.

- **Congregational Development Officer.** As Diocesan Transition Minister (DTM), the Canon is a key contributor to the health of congregations in the diocese, both in managing transition/deployment activities and in facilitating congregational development in parishes. This includes:
 - Managing the diocese’s transition/deployment activities, with the assistance of the Missioner for Transitions, including all necessary processes (e.g., background checks, Letters of Agreement).
 - Building effective working relationships with transition ministers through the church, but especially in Provinces 5, 6 and 7.
 - Developing a keen understanding of and ability to communicate the vision of the diocese.
 - Helping parishes adjust to new circumstances as well as working with them to develop our congregations; this will require the Canon to spend a great deal of time in the field.

- **Ministry Development Officer:** The Canon plays a significant role supporting the priests and deacons of our diocese. These responsibilities include:
 - Ensuring availability and responsiveness to clergy for counsel and support as needed.
 - Coordinating the *Fresh Start* program for new clergy and clergy in new assignments, Using wisdom and judgment when interacting with clergy, especially in times of need.
 - Serving as an initial resource in times of conflict, crisis and transition: Note: This responsibility extends beyond clergy to also include wardens and vestries.

Essential Capabilities: The Canon must be able to build trust with the Bishop while building effective working relationships with the clergy and laity. Achieving these outcomes will require the Canon be able to understand the needs of this Bishop and this diocese, gaining knowledge of the distinct characteristics of our people. Therefore, the Canon will need to possess expertise that includes:

- Attention to detail
- Technology expertise
- Financial acumen
- Strong preaching and liturgical skills
- Innovation
- Multiple task management, often with minimal direction or direct supervision.
- Relationship-builder, in part by being approachable, especially with lay people.
- Responsiveness — clergy and lay people must be confident they will get timely and useful responses to questions and issues
- Effective meeting facilitation as well as management of workflow and staff productivity.
Coordination of responsibilities, expectations and functionalities within diocesan structures

Required Education and Qualifications:

- Bachelor’s degree from an accredited institution of higher learning.
- Master of Divinity degree (or higher) from an accredited Episcopal seminary.
- Ordained priest in The Episcopal Church with a minimum of five years of experience with faith-based organizations and/or mission-driven organizations where behavior and function are driven by the Christian faith.
- Commitment to the ministry and mission of Christ.

How to apply:

Interested priests are invited to contact the Rev. Michael Durning at CanonMichael@EpiOK.org with an electronic copy of the following by March 5, 2020

- Resume/CV
- OTM Portfolio
- 1-page Letter of Interest