



## Province I Coordinator: Position Posting

Province I of The Episcopal Church, comprised of the Episcopal dioceses in New England – Vermont, New Hampshire, Maine, Massachusetts, Western Massachusetts, Rhode Island and Connecticut – is seeking a half-time Province I Coordinator.

The primary role of the Coordinator is to assist Episcopalians in the dioceses of New England to network with one another around shared interests and activities in service to the mission of God. As such, the Coordinator serves as a principal resource for groups and individuals who seek to partner with one another around common goals and activities. The Coordinator is not called to initiate activities and programs, but rather to respond to emerging needs and activities arising from the various networks across the Episcopal Church in New England. Ideally the Coordinator serves as a:

**Catalyst:** inspiring and provoking all members of the church to live fully into God's mission of "restoring all people to unity with God and one another in Christ";

**Connector:** assisting individuals and local communities to connect with each other, and to facilitate the sharing of ideas and learnings across the Episcopal Church in New England, the wider Episcopal Church, and broader Anglican networks;

**Capability Builder:** supporting leadership development around the critical skills necessary for individual and community-wide Christian formation in 21st-century contexts; and

**Convener:** assisting individuals and groups of Episcopalians across Province I to assemble in traditional and non-traditional ways to serve God's mission.<sup>1</sup>

Specific responsibilities include:

- Communicate with and support existing and emerging ministry networks in the Province.
- Maintain and extend digital communications platforms for Province I, including website development and electronic meeting facilitation.
- Ensure that Provincial Synod meetings are planned and executed.
- Manage the budget for Province I activities and networks.
- Cooperate with and support the Dean of Deacon's Formation for Province I.
- Participate as a member of the Provincial Leadership Conference of The Episcopal Church.

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<sup>1</sup> The four "C's" adopted from the report of the Task Force for Reimagining The Episcopal Church (TREC).

- Coordinate and participate in regular meetings of the Executive Committee of Province I.

The Coordinator reports to and is supervised by the Executive Committee of Province I.

The ideal candidate will be an Episcopal lay person or clergy person knowledgeable about the polity, organizational structure, and networks of the church. The Coordinator must have demonstrated skills in communication technology and be able to work both independently and in collaboration with a variety of church leaders. The Coordinator must be a resident of New England and must provide own office and transportation. Computer and/or cell phone will be provided as needed. Other reasonable job-related expenses, including travel, communications, and office supplies, will be fully reimbursed as appropriate.

The Province will provide a competitive compensation package for a half-time position commensurate with the candidate's experience.

A letter of application, resume, and contact information for three references should be sent electronically to Lainey Hurlbut at the Diocese of Western Massachusetts at:

[lhurlbut@diocesewma.org](mailto:lhurlbut@diocesewma.org)

Applications will be considered on a rolling basis, but preference in consideration will be given to those received by January 30, 2020. It is hoped that the Coordinator will be appointed by March 15, 2020.