



Diocese seeks Territorial Archdeacons*

In 2020, Bishop Andrew Asbil formed the Episcopal Leadership Working Group to consider and report to him on alternative models for the exercise of episcopal leadership, oversight and pastoral ministry. At Synod in November, 2021 Bishop Asbil announced that the Diocese will move forward with three Bishops: one Diocesan Bishop and two Suffragan Bishops and that he will appoint territorial Archdeacons who will offer support to the bishops and administrative oversight to several deaneries each.

The role of Territorial Archdeacons* is a mutual ministry with the College of Bishops and they will represent and assist a bishop in the exercise of a bishop's pastoral care and office within the assigned jurisdiction (3-4 deaneries each) and shall watch, inquire, and report whatever may need consideration and control by the Bishops and/or the Diocesan Executive Director. The Archdeacon will also facilitate the implementation of the Diocesan vision, under the direction of the Bishops. The Archdeacon will be supervised by either a Suffragan Bishop or the Diocesan Bishop (as assigned by the Diocesan Bishop). There will also be some oversight by the Diocesan Executive Director.

Those who feel called (**lay or ordained**) to the ministry of Archdeacon are invited to consider the following ministerial responsibilities, skills, and time commitments as detailed below. There will be a discernment process to ensure that the new Archdeacons are best suited to support this mutual ministry for the College of Bishops, Diocesan Executive Director and staff, clergy, and parishes.

The Archdeacon will support the Suffragan/Diocesan Bishop approximately one-day a week for a 4-year term with their administrative and leadership gifts in the following areas:

- Act as link and conduit of information between the Bishops, Diocese, and clergy and parishes within the assigned Deaneries.
- Support ministry collaboration for deanery-wide events.
- Foster collegiality and community among clergy and lay leaders.
- Provide pastoral care for clergy and others involved in ministry.
- Assist with recruiting both clergy and lay volunteers for various roles and bodies.
- Provide regular supervision and support through assessing clergy gifts and abilities, supporting them in their ministry, responding to questions and concerns, and providing clear direction.
- Track attendance at mandatory training and events, i.e. Fresh Start, Momentum.
- Find emergency clergy coverage.
- Recommend continuing education.
- Review requests for clergy leaves and support clergy through the leave process.
- Support clergy in their retirement planning.
- Support and assist the Suffragan/ Diocesan Bishop with parish selection processes.
- Assist the Suffragan/ Diocesan Bishop with Inductions/ Celebrations of New Ministry. If ordained and as directed, preside over Inductions/ Celebrations of New Ministry.
- In collaboration with the Suffragan/ Diocesan Bishop and Regional Deans, consult over parish plans for ministry and mission.
- Work with parishes on vision, amalgamations, reconfigurations, closures as directed. Collaborate with Diocesan staff and volunteers.
- Assist the Bishops and Diocesan Directors with strategic planning and development of policy and practice.
- Visit parishes on behalf of the Suffragan/ Diocesan Bishop in order to nurture and support the development of parish ministry.

- Make interventions and perform conflict resolution with parishes as necessary.
- Ensure the assigned deaneries are in compliance with legislation, regulations, the Canons, policies and procedures. Be aware of current Diocesan concerns and relay and interpret them to clergy and parish leadership. Consult with Diocesan staff as required.
- Support clergy and laity to connect with the appropriate Diocesan staff and access resources.
- Support parishes and clergy success by making use of available grants and Diocesan programs and assisting them with the approval processes. Vet requests for the Suffragan/ Diocesan Bishop's support and approval, including grant applications and approvals related to Diocesan governance. Assist parishes with the administration and approval processes where needed.
- Meet regularly with the College of Bishops and Archdeacons.

Required Skills and Experience:

- A post-secondary degree in Theology. Ordination is not a requirement for this position.
- 5 years of senior administrative experience in the Anglican context and 5 years of people management experience.
- Knowledge of the Diocesan Constitution and Canons and the governance structure of the Anglican Church.
- Excellent collaborative and interpersonal skills and ability to work in a team.
- Ability to demonstrate a high level of accountability, innovation, commitment to best practices, adaptability, flexibility, and the ability to build relationships with many stakeholders to strengthen trust and collaboration.
- Excellent communication and organization skills, attention to detail, and the ability to take initiative and work independently.
- Strong leadership skills, the ability to think strategically, proactively, critically and independently to make good decisions.
- Act prudently in relationships and maintain confidentiality. Demonstrate maturity, stability and an awareness of appropriate boundaries.
- Able to see gifts and talents in others and match these with organizational needs.
- Is culturally sensitive and able to handle diversity of opinion, different cultural expectations, including different cultures within the Church.
- Able to effectively manage challenging situations and conflicts.
- Manage time effectively so that there is a healthy balance among the demands of self, family, Diocese and community.

This is a high-risk ministry position. Archdeacons will not be provided office space and will need to be able to work some evenings and weekends and travel throughout the Diocese.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented individuals from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives.

Accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

If you are interested in contributing your gifts, skills, and experience to this new ministry in the Diocese, please send an expression of interest and a CV that highlights the required skills and experiences to Canon Mary Conliffe, Diocesan Executive Assistant. Canon Mary can be reached at mconliffe@toronto.anglican.ca before **September 8, 2022**.

* For successful lay candidates an alternate title will be used.