



Secretary of Synod (Corporate Secretary)

The Opportunity

The Anglican Diocese of Toronto has a current vacancy for an experienced Secretary of Synod (Corporate Secretary) who will provide corporate governance and event planning expertise for the Diocese, Synod and committees of Synod. This position is 75% time. Candidates must have a high level of organizational and communication skills, event planning and project management expertise, and be able to work as a strategic partner with all levels of the Diocese, providing information and guidance on the Constitution and Canons.

Major Responsibilities:

- Oversee the holding of regular, electoral and special sessions of Synod.
- Provide logistical support and support the administrative activities of Synod and its committees. Including: collect all notices of motion; negotiate contracts with vendors and venues; determine the amount of sponsorship required; develop and manage the Synod budget and determine the registration fee; oversee the convening circular, newsletters, notices, and other communication; oversee the recruitment and training of Synod volunteers; and ensure proper retention of official documentation.
- Ensure that Canons are up to date and provide documentation to appropriate parties.
- Act as an official signatory, along with the Diocesan Bishop, for the execution of documents requiring the Common Seal of the Synod.
- Provide subject matter expertise to Diocesan leadership, Synod Council, Risk and Governance Committee, Agenda Committee, the Court on Contested Seats, Constitution & Canons Committee, Nominating Committee, and Episcopal Nominations Committee.
- Along with the Executive Director, supervise the Administration & Synod Assistant.
- Provide high levels of service to parishes and Diocesan staff and volunteers.
- Develop and monitor the departmental budget including governance initiatives.
- Oversee data and records management for the department, including the governance aspects of the database and the Incumbents' Annual Statical Returns.
- Inform and educate parishes and clergy regarding their legal and Canonical obligations. Create and deliver content for the Governance presentations at various workshops.
- Provide project management support to training sessions, e.g. Parish Leadership Training, when requested.
- Responsible for updating the Parish Leaders' Manual and the updating of pages on the Diocesan website related to the department.

Values, Skills and Experience for this position

Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.

- Minimum of 5 years' experience in corporate governance and board-related record keeping, and a demonstrated knowledge of corporate secretarial responsibilities. Experience with religious organizations is an asset.
- Minimum of 8 years' experience in event management.
- Post-secondary degree in Business, Corporate Governance, Nonprofit Management, or Law Clerk.
- Project Management professional designation and/or corporate directors institute designation preferred.
- Strong leadership skills and the ability to think strategically.

- Understanding of canonical obligations and statutes.
- Ability to grasp complex governance structures.
- Excellent collaborative skills and interpersonal skills.
- Demonstrates a high level of ability to build relationships, work in a team, relate well with all people, and exercise good judgement, discretion, and confidentiality.
- The ability to negotiate skillfully and effectively with both internal and external contacts.
- Demonstrates a strong level of accountability, adaptability, flexibility, innovation and commitment to best practices.
- Excellent communication skills both verbal and written.
- Excellent organizational skills, attention to detail, and the ability to take initiative and work independently.
- Ability to manage many and varied tasks and maintain a non-anxious presence.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada.
- Strong computer skills (MS Office) to prepare reports. Experience using a database, Constant Contact, WordPress, and Zoom is beneficial to this role.

Staff Benefits

- The opportunity to work with a small staff team (35 in the head office), and interact with the clergy and senior leaders of the parishes who are passionate about the work of the organization.
- 5 weeks annual vacation; summer hours; and additional paid holidays.
- Hybrid work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program
- Opportunity to participate in:
 - Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
 - Continuing Education Plan
 - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
 - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
 - Pregnancy and Parental Leave top-up program.

About the Anglican Diocese of Toronto

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

Application

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 employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese.

The salary range for this 75% time position is \$58,252-\$72,816, depending on background and experience. To apply for this position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca

Please indicate “Secretary of Synod” in your application. We thank all applicants, however, only those selected for an interview will be contacted.