Job Description for the Canon for Mission and Operations

The primary responsibility of each of the four Canons in the Episcopal Church in Colorado is representing the Bishop to clergy, laity, and congregations. Each Canon is charged with communicating the Bishop’s core message and ensuring that message is reflected in all programs and ministries throughout the diocese.

The Canon for Mission and Operations reports to and is accountable to the Bishop. This position is open to lay and ordained persons.

In the absence of the Bishop, the Canon for Mission and Operations is responsible for coordination of the Office of the Bishop including decision-making in consultation with the other Canons, relevant staff, and/or the Chancellor.

The Canon for Mission and Operations has four primary areas of focus:

- Relationship Building
- Strategic Counsel
- Property
- Canonical Matters

The primary responsibilities in these areas are to:

- build trust and connection with the clergy and laity of the diocese
- serve as a resource for congregations including, but not limited to vestry retreats, mutual ministry reviews, and Sunday supply
- provide, with the other Canons, on-going strategic counsel for the Bishop
- work with the Chancellor on canonical matters including, but not limited to, property transactions and shepherding the Title IV disciplinary process
- understand and interpret the word and spirit of both church-wide and diocesan canons
- collaborate with staff and other diocesan leadership to forward the Bishop’s initiatives
- work with the Treasurer and Controller developing the diocesan budget, ensuring integration and alignment with the Bishop’s priorities
- provide primary supervision for the Diocesan Regional Missioners and the Controller
- serve as the Bishop’s primary liaison to the Commission on Ministry and Board of Examining Chaplains working with those bodies, the Bishop, and Formation Team in coordinating the ordination process
• work with the Controller and Event Coordinator on matters of building maintenance

Success in these areas require:
• a compelling faith in Jesus Christ
• sound judgement and personal integrity
• the ability to communicate clearly and compassionately
• the ability to maintain confidentiality when appropriate
• a prayerful and pastoral heart
• the ability to collaborate and work as part of a team
• honed organizational skills and a strategic mindset
• superb listening skills and emotional intelligence
• an appreciation of Colorado and its culture

Additional consideration for:
• Spanish language proficiency
• Legal or operations experience