THE EPISCOPAL CHURCH IN MISSISSIPPI

Job Overview

Diocesan Program Administrator

Introduction

The ministry of the Diocesan Program Administrator encompasses a wide range of responsibilities. These include: serving as the registrar for the Diocese and coordinating those moving through discernment with a goal of being ordained in the Church; overseeing and maintaining records regarding licensing of those serving in Diocesan and local ministries; maintaining Safe Church records; and communications including a bi-weekly news email.

Expectations

The successful candidate for this position will:

- Maintain complete confidentiality in administering the work of the Bishop and Diocese;
- Have a four-year college degree (or the equivalent);
- Have the skills resulting from being engaged in a service-oriented position;
- Be able to work independently and to handle a variety of tasks in the average day; and
- Be confident in using a variety computer programs including Microsoft Office, email programs, and database programs;

Further, the successful candidate will regularly demonstrate the following core competencies:

- **A call to lay ministry**, as every member of the diocesan staff is an integral part of the ministry of The Episcopal Church in Mississippi;
- **Attention to detail** in a complex system requiring accuracy in receiving, processing, and sharing sensitive information in a variety of media;
- A **self-starter** who shows responsibility as demonstrated in **initiative** in undertaking actions, in **persistence** even in the face of challenges; and in **focus** on achieving the expected outcomes and results;
- **Effective communication** in person, on the phone, on paper, and through email;
- **Flexibility** and **adaptability** in responding to a variety of needs throughout the workday;
- **Teamwork** as demonstrated in supporting the Bishop, in working alongside others in the Diocesan Office, and in supporting the ministries of Episcopalians throughout the Diocese.
- **Integrity** and **honesty** in all aspects of the ministry of the Diocesan Program Administrator.

While most of the work takes place in an office setting, the work of the Diocesan Program Administrator will also require occasional walking, standing, bending, and carrying light loads.

Further, there will be times when the employee will be alone in the office, which is located in downtown Jackson, Mississippi.

Job Description — Diocesan Program Administrator

Coordinate Diocesan Communications*, including the following:*

- **TME News**, the regular email newsletter sent on behalf of the Diocese
- **Maintain the Diocesan website** and other internet-based resources as needed

Administer Various Diocesan Ministries*, including the following:*

- **Lay Worship Leaders**: maintain records, prepare licenses, and send tippet badges
- **Lay Eucharistic Ministers** and **Lay Eucharistic Visitors**: correspondence and maintenance of records
- **Diocesan Committees** *(Commission on Ministry, Standing Committee, Trustees of the Diocese, Finance Committee, and Executive Committee)*
  - Set meeting dates
  - Coordinate distribution of minutes, agendas, and other materials as needed
  - Assure that records are properly maintained
- **Safe Church**: Coordinate background checks and maintain all records

Administer the Ordination Process*, including the following:*

- Process, manage, and track persons through the ordination process
- Coordinate with the Commission on Ministry, Diocesan Discernment Committee(s), and Standing Committee as needed
- Prepare and maintain ordination documents for seminarians, Commission on Ministry, and Standing Committee
- Coordinate with the Bishop and others to prepare for services of Ordination, including preparing ordination certificates, gifts, and other materials as needed.

Coordinate Parochial Reports

- Maintain, receive, process, and record Parochial Reports from all worshipping communities
- Prepare the Diocesan Parochial Report of Congregations to The Episcopal Church

Serve as Diocesan Registrar*, including the following:*

- Maintain and record the annual Registrar Report
- Process deployment, record changes in database, registrar's report, roll call report, etc.
- Maintain credentials for Annual Council
- Maintain church and clergy records and files

Serve as Diocesan Ordination Officer for CPG

- Maintain and record clergy canonically resident
- License non-canonically resident clergy; oversee process and maintain records and renewals
- Record ordinations
- Report and record clergy deaths
- Prepare and report changes in canonical residency of clergy *("Letters Dimissory")*
- Prepare and record changes in clergy status
- Prepare and submit *Annual Report to the Recorder of Ordination to* The Episcopal Church

Serve as Chair of Credentials for Annual Council

- Maintain credentials for clergy, delegates, and alternates to Council
- Maintain memorial roster and necrology list
- Prepare and maintain Annual Council Credential Reports
- Produce and oversee printing of Council Bulletins and other council materials
- Prepare, produce, and publish the annual Diocesan Journal

Additional Responsibilities *include the following:*

- **Scholarship Committee**: coordinate the work of the Scholarship committee, preparing and distributing materials as needed
- **Health Insurance**: provide enrollment and assistance as needed
- Request, receive, and record annual compensation review forms for churches
- Request, receive, and record vestry/mission committee lists annually
- Produce clergy directory at least quarterly
- Providing general office support

The Diocesan Program Administrator *will also be expected to assume other duties and responsibilities as assigned.*