



## The Ecclesiastical Province of Ontario

### The Anglican Church of Canada

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The Most Reverend Anne Germond  
Metropolitan

### **Position Posting: Executive Officer**

Salary: Starting at \$30,000  
Permanent half-time position

The Executive Officer for the Province of Ontario is a position that provides administrative oversight to the province, offers assistance to the Metropolitan in the Metropolitan's capacity as President of the Provincial Synod and maintains records of provincial happenings. The Executive Officer exercises general oversight of the work of Provincial Synod, its commissions, committees and Executive Council. They ensure that arrangements for meetings are coordinated, and records of these meetings are maintained. They also confirm that all records are kept and any official deeds such as the consecration of bishops or changes in canons are recorded. The Executive Officer will perform other duties as are defined by the Constitution, Canons and resolutions of the Provincial Synod or the Executive Council.

Candidates will demonstrate a strong understanding of the Anglican church as a whole, the Ecclesiastical Province of Ontario, its structures and stakeholders. They should possess strong organizational, planning, leadership, delegation and communication skills needed to coordinate the work of the Provincial Synod. Having good interpersonal and collaborative abilities is necessary as well. This role is central to upholding the Metropolitan's ministry and Provincial Synod's priorities. Networking is critical to the role and supports the Provincial Synod's advocacy and government relations mandates.

Creativity and adaptability, along with design and systems thinking, is needed to enhance faithful innovation as the Church moves into a new season of ministry. Working with Executive Officers of the Province, the Provincial House of Bishops and the Government Relations Secretariat will be central to the Executive Officer's role. Maintaining communication, consultation and provincial well-being and cohesiveness is a significant part of the work as is a focus on actively building up diocesan ministry through shared ministry priorities.

The candidate for this position can be lay or ordained and must be an active communicant member of The Anglican Church of Canada. They need to be steeped in the culture, practice and dynamics of the National Anglican Church and The Ecclesiastical Province of Ontario. Provincial meetings and travel occur frequently in this role.

#### **WHO WE ARE:**

The Ecclesiastical Province of Ontario was established in 1912 and covers the civil province of Ontario along with a small part of Quebec. It is one of 4 Ecclesiastical provinces in Canada and is made up of seven Dioceses: Algoma, Ontario, Ottawa, Toronto, Niagara, Huron and Moosonee. Moosonee is a Mission area of the Province with the Metropolitan serving as its diocesan. We offer support to all of 7 dioceses and work to make provincial connections both in our church and secular world that supports both Provincial and Diocesan ministry.

## HOW TO APPLY:

Interested applicants are invited to submit their resume with a letter outlining how their skills and experience apply to the position.

Please send by email to Bishop Michael Oulton: [moulton@ontario.anglican.ca](mailto:moulton@ontario.anglican.ca).

- Opening Date: Wednesday, February 16, 2022
- Closing Date: Friday, March 4, 2022
- Start: TBD

We thank all applicants for their interest, but only those selected for an interview will be contacted.

The Ecclesiastical Province of Ontario is an inclusive employer. Accommodation measures will be provided in accordance with Ontario's Human Rights Code. If you require accommodation measures in order to participate in the recruitment process, please direct the request to the email address as noted: [moulton@ontario.anglican.ca](mailto:moulton@ontario.anglican.ca).