



Position Description: Dean of Province I School for Deacons

Overview:

Province 1 School for Deacons is a collaborative initiative of six New England Episcopal Dioceses (Connecticut, Maine, New Hampshire, Rhode Island, Vermont, and Western Massachusetts) offering a 24-month program focusing primarily on the academic aspects of formation with practical application for the Diaconate, in keeping with the requirements for ordination as set forth in The Constitution and Canons, Title III, Canon 6.

The Dean is responsible for the continuing development, organization, and implementation of the overall Province I School for Deacons formation program in consultation with the school's Advisory Council.

Primary Roles and Responsibilities:

As overall program administrator and occasional instructor, the Dean works collaboratively with formation colleagues in each diocese. Principal responsibilities include:

- identifying and collaborating with adjunct faculty on curriculum content
- collaborating with and supervising the school's Deacon Co-Facilitator as a partner in both curriculum and Formation Weekends implementation
- hosting and participating in online class sessions (usually 8 per year)
- facilitating and monitoring each student's progress throughout eight academic modules over twenty-four continuous months, including evaluating student assignments and providing feedback
- developing, coordinating, and hosting quarterly Formation Weekends with the school's Deacon Co-Facilitator and other colleagues as appropriate, including occasional outside presenters
- maintaining relationships and communications with participating Province I Bishops (and/or their designees) to coordinate school offerings in compatibility with partnering dioceses' particular formation needs and expectations
- sending updates/evaluations to formation directors and/or bishops based upon standards of each diocese
- meeting online or in person monthly with the Dean's supervisor
- organizing and participating in online quarterly meetings with the school's Advisory Council
- meeting online quarterly (or upon request) with the Province I Executive Committee to offer school status reports, and participating in occasional Province I conferences and events
- monitoring school finances, including occasional conversations and meetings with the Province I Treasurer (and/or the Province I bookkeeping form representative) for annual budgeting, budget tracking, and periodic A/R and A/P transaction management
- initiating student tuition payments, faculty and Deacon Co-Facilitator compensation, and weekend retreat center payments
- maintaining the school's electronic records.

Qualifications:

Minimum education is a master's degree (MDiv or other related degree). All applicants should have significant depth and breadth of knowledge of theology and the Episcopal Church (TEC). While ordination is not a prerequisite, familiarity with TEC ordination formation processes is needed. Applicants must be currently certified in trainings mandated by TEC (or equivalent training in Safe Church practices, Dismantling Racism, Title IV disciplinary process and corresponding misconduct-awareness, and wellness training). Professionalism and ability to maintain confidence is essential. Applicants must be computer knowledgeable and experienced across multiple administrative and communications platforms: MS Office applications, Google Apps, Zoom, and Dropbox or other data management applications. Ability to publish occasional newsletter, and to edit and post web pages is a plus. Residence within New England is preferred.

Supervision and Expected Hours of Work:

The Dean reports to the Province 1 Executive Committee and is currently under regular supervision of the Bishop Suffragan of the Episcopal Church in Connecticut (ECCT). The school's eight-person Advisory Council of representatives from collaborating dioceses meets with the Dean quarterly and is available as needed for consultation and support.

The position is quarter time, defined as an average of 12-hour work weeks.

Travel:

Attendance at quarterly Formation Weekends is required. The school budget provides for reimbursement of mileage and expenses.