

DRAFT April 9, 2013

EPISCOPAL DIOCESE OF ATLANTA

JOB DESCRIPTION FOR ARCHDEACONS

The ministry of an archdeacon, and of all deacons, is to hold before the Church the icon of the Servant Christ, and the Church's mission work in servant ministry. An Archdeacon models this ministry in service to the Bishop, the Diocese, the Deacon's own parish, and the Community of Deacons.

An Archdeacon is a Deacon appointed by the Bishop of Atlanta in accordance with Title III, Canon 7, Sec. 2 of the Canons of The Episcopal Church:

"to assist the Bishop in the formation, deployment, supervision, and support of the Deacons or those in preparation to be Deacons, and in the implementation of this Canon."

At the discretion of the Bishop, an Archdeacon may or may not have parish responsibilities in addition to the duties set forth below.

- I. Pastoral Duties
 - a. Consults with the Bishop about the pastoral care of Deacons and their families. Assists as needed.
 - b. Keeps the Bishop informed of problems between Deacons and other members of the Clergy or other leaders exercising oversight in the parishes to which they are assigned. Assists in resolution of disputes when requested.
 - c. Attend and serve at deacon funerals. Attend deacon weddings.

- II. Administrative Duties
 - a. Serves on diocesan commissions and committees as appointed by the Bishop.
 - b. Facilitates communication between the Bishop, Deacons, and the Diocese.
 - c. Consults with the Bishop about plans, programs, and activities related to diaconal ministry in the diocese.
 - d. Assures (or encourages) that all Deacons have standard letters of agreement with the parishes to which they are assigned.
 - e. Assures that all Deacons submit required annual reports and reports on continuing education.
 - f. Performs other duties as assigned by the Bishop.

- III. Role in the Discernment and Formation process.
 - a. Assists the Canon for Ministry and Congregational Development and the Commission on Ministry when requested.

- b. Has seat, voice, and vote on the Formation Committee for Deacons.
- c. Participates, when requested, as an instructor in the Deacon Formation Program.
- d. Assists in the post-ordination formation required by the Canons:
III, 7, 4e – For two years following ordination, new Deacons shall continue a process of formation authorized by the Bishop.

IV. Liturgical Duties

- a. Assists in diocesan liturgical services/events, and arranges for diaconal representation.
- b. Serves with the Bishop at Ordinations of Deacons and Celebrations of New Ministry.

V. Fostering and Nurturing the Diaconate

- a. Assures the regular gathering of the Community of Deacons for prayer, study, and fellowship.
- b. Participates in educational endeavors designed to foster understanding of the role and function of Deacons.
- c. Serves as spokesperson for the Diaconate and the community of deacons.
- d. Assists in the development and implementation of policies/guidelines regarding the diaconate.