

Position Description for the Archdeacon of the Episcopal Diocese of Washington

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 in accordance with Title III, Canon 7, Sec. 2 of the Canons of The Episcopal Church:

'to assist the Bishop in formation, deployment, supervision, and support of 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. Discernment and Formation process for the Diaconate
 - a. Serves as a liaison to the Commission on Ministry
 - b. With staff and COM prepares, organizes and facilitates the discernment events for the diaconate
 - c. With the staff and COM prepares, organizes and facilitates the postulants retreat for the diocese
 - d. Manages the Deacons' School

- II. Administrative Duties
 - a. Consults with Bishop/staff about all matters related to the diaconate in the diocese.
 - b. Reviews all letters of agreement and assures that all deacons have letters of agreement.
 - c. Reviews annual reports and continuing education reports and assures that all deacons have submitted annual reports and continuing education plans.
 - d. Reviews yearly ministry evaluations, and assures that these are taking place in ministry settings.

- III. Deployment of Deacons
 - a. Serves as the chair of the Deacons Council
 - b. With the Bishop/staff and Deacons Council deploys deacons in the diocese
 - c. Works with congregations seeking a deacon

- IV. Fostering and Nurturing the Diaconate
 - a. Convenes the regular gathering of deacons for prayer, fellowship, and study.
 - b. Assists the Bishop/staff in the education of the Diocese in the role and functions of the diaconate.
 - c. Visits congregations in the diocese to support the diaconate program.
 - d. Assists in the development and implementation of policies and guidelines regarding the diaconate.

- V. Pastoral Responsibilities for Deacons
 - a. Consults with the Bishop/staff about the care of Deacons.
 - b. Serves as pastor to the deacons and communicates those concerns to the Bishop and appropriate staff.
 - c. Communicates to the Bishop/staff problems between deacons and their parishes or local supervisors.

- VI. Liturgical Responsibilities
 - a. Serves as liturgist for all diocesan worship services.
 - b. Assists when requested at diocesan events.
 - c. Arranges for diaconal representation at all diocesan events.
 - d. Serves with the Bishop at the ordinations of new deacons.

- VII. Financial Resources Committee
 - a. Staff representative for the work of this committee.
 - b.

- VIII. Other duties as assigned
 - a. Strategic Planning Process - staff assigned to SoMoCo
 - b. Revival 2020 Planning Group