

Diocese of Olympia

**Job Title** Archdeacon.....  
**Department** Office of the Bishop.....  
**Location** Diocese of Olympia.....  
**Reports to** Diocesan Bishop.....

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### **General Purpose**

*The role of the Archdeacon is to be the primary gatherer for the Community of Deacons in the Diocese of Olympia and to work alongside the bishop in the deployment of deacons in the Diocese. The Archdeacon's role is an extension of the Bishop. Deacons may meet directly with the Bishop or with the Archdeacon if that is their preference. However, lines of communication are totally open between the Archdeacon and the Bishop*

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### **Key Tasks and Responsibilities**

- *Gathers the Community of Deacons twice a year for community building and continuing education opportunities*
- *Has oversight of the Community of Deacons*
- *Organizes opportunities for work in the world and ways to build community*
- *Supervises and oversees the Deacon Formation Program*
- *Communicates with the Bishop on a monthly basis or more often as needed*
- *Schedules deacons in the diocese to be present with the Bishop on visitations*
- *Makes sure that there is always at least one deacon present with the Bishop on all visitations and if no one else is available Archdeacon is the one present*
- *Plans and organizes the Annual Retreat and Day Gathering with the Bishop each year*
- *Participates in the Association of Episcopal Deacons and attends all AED gatherings*
- *Assists with the implementation of the Letters of Assignments*
- *Tracks Letters of Agreement of all deacons who are actively assigned to a congregation*
- *Issues notification for Annual Report submission each year and documents*
- *Maintains records of retired and active deacons*
- *Meets with individual deacons as needed*
- *Follows postulants in their process and interacts with the rectors where the postulants are assigned for Field Education*
- *Visits congregations in the diocese as requested to make the diaconate visible*
- *Works with the Canon for Liturgy from the Cathedral for Diocesan-wide events such as Diocesan Convention, Cathedral Day, and other types of events*
- *Works closely with Executive Assistant to the Bishop on diaconal matters*
- *Available to assist the Bishop for diaconal roles at any time*

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## Education and Training

- Examinations and necessary accreditation to have been ordained a deacon in the Diocese
- Completion of all necessary training for ordained clergy – Safeguarding God’s Children and Safeguarding God’s People. Anti-racism training and Title IV training
- A willingness to be involved annually with continuing education until

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## Knowledge and Experience

- *Proven experience in gathering*
- *Solid working knowledge of the Diocese*
- *Proven relationship with Deacons and Priests in the Diocese*
- *Experience and understanding of computers, and software applications such as Word, Excel, Powerpoint*
- *Basic understanding of budgets and how they are put together*
- *A willingness to learn and grow*
- *Understanding of the Diocesan and National Canons especially where it pertains to deacons*

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## Core Competencies

- Ability to plan and organize as needed
- Well developed communication skills
- Self starter
- Ability to delegate as needed
- Attention to detail
- Ability to make adjustments on the fly
- Ability to problem solve

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## Working Conditions

- This is a non-stipendiary position
- A budget for Archdeacon and Diaconal Formation will be submitted annually
  - Budget for Archdeacon will cover mileage, reimbursement for travel costs and participation various meetings
  - Budget for Diaconal Formation will include reimbursement for honorariums and mileage for presenters, Annual Deacon Retreat w/Bishop and Gathering w/Bishop, mileage and travel reimbursement for Archdeacon as it is directly related to Diaconal Formation
- Archdeacon is a member of the Diocesan Staff
- Archdeacon attends staff meeting, but is not required
- Archdeacon meets monthly w/Bishop