

Position Description - Archdeacon for Diaconal Formation

Episcopal Diocese of Atlanta

- I Provide oversight of the Deacon Formation process to include supervision of the Director of Formation.
- II Develop a process to provide a two-year mentoring program for new deacons with ongoing maintenance and review.
- III Identify, train, and assign deacon mentors for newly ordained deacons.
- IV Coordinate “Servant Saturdays,” minimally four times/year.
 - Request Continuing Education hours for programs.
 - Engage speakers
 - Coordinate compensation
- V Work with fellow Archdeacons to help plan and promote programs on the diaconate.
- VI Plan and coordinate an annual Deacons’ Day with the Bishop.
- VII Coordinate an annual Deacon’s Retreat.
- VIII Develop procedures to enlist/reconnect retired deacons for special positions at diocesan parishes/events.
 - Develop a plan to reconnect retired deacons to the community of deacons.
 - Develop opportunities for retired deacons to lead special activities within parishes.
- IX Regularly visit diocesan parishes to share information and promote the diaconate.
- X Diocesan Duties
 - Be in regular contact with Deacons
 - Work with fellow Archdeacons to help plan and promote programs on the diaconate
 - Be available for Diocesan event/liturgies (Ordinations/Confirmations)
 - Other duties and functions as assigned by the Bishop.