

EPISCOPAL DIOCESE OF CHICAGO

POSITION DESCRIPTION

Position Title: Director of Ministries

Department: The Bishop's Executive Team

Position Summary

This position reports directly to the Bishop as a member of the Bishop's Executive Team. Its primary responsibility is to further congregational growth and vitality so as to support and further the ministries of the Bishop and congregations of the Diocese. The Director of Ministries oversees the functions of Congregational Development and Vitality, Transitions and Deployment, Faith Formation, Liturgy and Music, as well as Formation, Leadership Development, and Pastoral Care in the area of Ordained Ministry.

Key Responsibility Areas

- Develops and updates strategic plan for the Ministries Department.
- Oversees Ministries Department staff and budgets.
- Responsible for supervision of the following:
 - Congregational Ministry
 - Develops a system in which all components work together to promote growth and vitality in congregations. These components include:
 - Congregational Development – Creates a new team approach to serving congregational vitality, which offers regular gatherings of congregational leaders, lay and ordained, with accountability for participation built in.
 - Faith Formation – Directs Faith Formation to congregations through a comprehensive program that serves constituents throughout life.
 - Liturgy and Music – With the Missioner for Liturgy and the Arts, develops a structured approach to transform worship in congregations into a compelling experience.
 - Congregational Stewardship
 - Transitions and Deployment
 - Works closely with congregations, staff, and Executive Team to recruit and place the most effective clergy possible.
 - Works with congregational leaders to support a productive transition from one pastor to the next.
 - Serves as primary staff support for Congregations Commission.
 - Ordained Ministry
 - Mentoring – Collaborates with head of Leadership Development (director of MED and related programs) to establish new mentoring possibilities.
 - Fresh Start – Leads or oversees leadership of Fresh Start Program.
 - Pastoral Care – Collaborates with resources for Pastoral Care outside 65 E. Huron.

- Formation and Development – Under Bishop, serves as primary staff support to Commission on Ministry. Collaborates with Director of Formation and with COM regarding diaconal and priestly formation
 - Disciplinary Matters
- Participates in the shared ministry of the Bishop’s Executive Team, offering counsel and support to peers.
- Supports the congregations of the Diocese in areas of expertise.
- Accepts other responsibilities as may be assigned by the Bishop from time to time.

Required Personal Qualities

- A preference for and the ability to function in a horizontal, team-oriented environment
- Excellent relationship-building skills
- Comfort operating at both the strategic level required for planning and the detailed level required for implementation
- Strong communication skills, written and oral
- A commitment to personal and professional growth
- A commitment to excellence

Preferred Education and Experience

- Master of Divinity Degree
- Supervisory experience
- Demonstrated excellence in effecting growth and vitality in congregations
- Demonstrated success in building effective working relationships with other stakeholders
- Demonstrated conflict management skills
- Experience developing and implementing programs and budgets
- Ability to work with volunteer church leaders, employees, consultants
- Strong facilitation and training skills
- Recruiting experience, either direct or supervisory
- Competency with standard office software
- Knowledge of the Episcopal Church, its ethos and canons