



The Ecclesiastical Province of Ontario

The Anglican Church of Canada

The Most Reverend Anne Germond
Metropolitan

Position: Executive Officer for the Ecclesiastical Province of Ontario

The Executive Officer provides administrative oversight to the Ecclesiastical Province of Ontario, assists the Metropolitan in their capacity as President of the Provincial Synod, and maintains records of provincial business. The Executive Officer exercises general oversight of the work of Provincial Synod, its commissions, committees and Executive Council. They ensure that arrangements for meetings are coordinated, and records of these meetings are maintained. They also confirm that all records are kept and any official deeds, such as the consecration of bishops or changes in canons, are recorded. The Executive Officer will perform other duties as are or may be defined by the Constitution, Canons and resolutions of the Provincial Synod or the Executive Council. The Executive Officer is appointed by and serves at the pleasure of the Metropolitan.

Candidates will demonstrate a strong understanding of the Anglican church, the Ecclesiastical Province of Ontario, its structures and stakeholders. They should possess strong organizational, planning, leadership, delegation and communication skills needed to coordinate the work of the Provincial Synod. Having good interpersonal and collaborative abilities is necessary as well. This role is central to upholding the Metropolitans ministry and Provincial Synod's priorities. Networking is critical to the role and supports the Provincial Synod's advocacy and government relations mandates.

Creativity and adaptability, along with design and systems thinking, is needed to enhance faithful innovation as the Church moves into a new season of ministry. Working with Executive Officers of the Province, the Provincial House of Bishops and the Government Relations Secretariat will be central to the Executive Officer's role. Maintaining communication, consultation and provincial well-being and cohesiveness is a significant part of the work as is a focus on actively building up diocesan ministry through shared ministry priorities.

The candidate for this position can be lay or ordained and must be an active communicant member of The Anglican Church of Canada. They need to be steeped in the culture, practice and dynamics of the national Anglican Church and The Ecclesiastical Province of Ontario. Provincial meetings and travel occur frequently in this role.

This role is expected to involve a commitment of approximately 10-15 hours per week. Compensation is provided in the form of a stipend in the amount of \$18,000 per year plus expenses.

WHO WE ARE:

The Ecclesiastical Province of Ontario was established in 1912 and covers the civil province of Ontario along with a small part of Quebec. It is one of four Ecclesiastical provinces in Canada and is made up of seven Dioceses: Algoma, Huron, Niagara, Moosonee, Ontario, Ottawa, and Toronto. We offer support to all of seven dioceses and work to make provincial connections both in our church and secular world that support both Provincial and Diocesan ministry.

The Ecclesiastical Province of Ontario
619 Wellington Street East | Sault Ste. Marie, ON | P6A 2M6 | 705-256-5061
anne.germond@dioceseofalgoma.com