



Professional Ministry “Key Functions” Job Description

To be attached to Canada Revenue Agency T1223 Form - Clergy Residence Deduction

Position Category: Administrative Service, Anglican Diocese of Montreal

Nature of the position

Working under the direction of the Bishop and/or the Bishop’s designate(s) during the diocesan Bishop’s pleasure, as part of parish and diocesan ministry teams,

**engaging exclusively in full-time administrative service
by appointment of a religious order or religious denomination.**

Key Job Functions	% of time per week devoted to this duty
Jointly (as delegated and with other office-holders) overseeing the administration of the church’s ministries and management of its ministry resources (which will include promoting compliance with accessibility, sexual abuse & harassment and volunteer screening & management policies; and which may include performing or coordinating administrative tasks; overseeing and supporting staff and lay leaders; managing financial and physical resources; <i>et al.</i>)	
Exercising leadership in the councils of the church (which may include chairing and/or facilitating the effective functioning of Synod, Synod Council, Management Team, Archdeacons & Regional Deans, <i>et al.</i>)	
Assisting the church to discern and pursue its part in God’s mission of justice, peace and love in the world (including sharing good news in word and action; social service; community development; environmental and/or social justice action & advocacy, <i>et al.</i>)	
Assisting with the development of and overseeing the implementation of policies and practices	
Organizing, filing and maintaining records and/or archives	
Conducting archival research and responding to archival record inquiries	
Engaging in continuing education, personal spiritual and professional development (which may include daily offices, retreats, Quiet Days, spiritual direction; intentional learning groups; reading, courses, conferences, training days/events for ministry skill development; advanced degree studies, <i>et al.</i>)	
Ministering to a parish or diocese by: (i) Leading common worship and administering sacraments in duly authorized forms; (ii) Exercising and enabling pastoral care; and/or (iii) Facilitating Christian spiritual development and fostering discipleship	

Outline of general responsibilities

- Function in a manner proper to the person’s order of ministry (licensed laity, deacon, priest, bishop)
- Maintain an active and responsible spiritual life
- Partake in continuing education opportunities and ongoing professional development
- Report to the Bishop or the Bishop’s designate regularly

- Promote engagement with the diocesan vision and uphold diocesan policies
- Be governed by the canons and constitutions of the Diocese of Montreal, Ecclesiastical Province of Quebec and General Synod of the Anglican Church of Canada
- Other duties as assigned by the Bishop and/or the Bishop's designate

For position-specific details, refer to the full position description available upon request.