

## **Appendix A**

### **Draft Job Description: Formation Program Coordinator/Mentor for the Diocese of Rupert's Land**

The Formation Program Coordinator/Mentor is a full-time position for the Diocese of Rupert's Land. This individual serves as the primary resource for all in formation for leadership – both lay and ordained. The Formation Program Coordinator/Mentor is accountable to the Council for Theological Education and to the Bishop of Rupert's Land. The Formation Program Coordinator/Mentor will coordinate the academic and spiritual formation for priesthood and diaconal formation, as well as provide numerous other workshops for lifelong learning held throughout the Diocese of Rupert's Land. The Formation Program Coordinator/Mentor will collaborate with the Bishop, Diocesan Discernment Group for Ordained Ministry (DDGOM), Local Collaborative Ministry (LCM), Diaconate Working Group (DWG), and elected and appointed bodies to implement the overall formation strategy.

This individual will:

1. Serve as a part of the Council for Theological Education and DDGOM;
2. With a Working Group appointed by the Bishop and the Warden of St. John's College, and representatives of different educational and spiritual development institutions and programs, develop and implement a set of Formation Expectations for priests and deacons and resources for ministry formation to Diocesan Council by December 2015;
3. Keep current the listing of resources for meeting diocesan expectations for ministry and work to develop and maintain an online resource listing of all Anglican training programs within the Canadian Church;
4. Serve as a resource and mentor to all in a formation process for Holy Orders, including individuals and those in formation for team ministry. The Formation Mentor will guide all postulants for the diaconate and priesthood through their university education and theological/spiritual formation;
5. Coordinate a mandatory five- to ten-day annual diocesan learning circle for all postulants in this diocese, including the design and delivery methods. These circles would include daily worship, activities to foster a sense of community and collegiality, and an

educational program that focuses on locally relevant/diocesan issues;

6. Develop theologically reflective field education programs for postulants and provide training for placement supervisors;
7. Provide mentorship and ongoing education for newly ordained deacons and priests with flexible expectations and with an emphasis on collegiality;
8. Liaise with indigenous training programs in the Province of Rupert's Land;
9. Work with the Council for Theological Education and the Bishop to develop a process for creating educational covenants and ministry reviews that are transparent, ongoing (and include practicing clergy) and flexible to context, individual and stage in ministry;
10. Ensure resources for ongoing ministry formation among active clergy are maintained, including a library program for clergy, an annual clergy residential program, and 'theologically robust' clergy days on a regular basis; and
11. As the position develops, work closely with parochial leaders and clergy in developing, revising, and constantly improving our work in discernment, formation and sending forth people equipped to engage God's mission.

### **Qualifications:**

- Visionary, yet well-organized, with the ability to handle detailed information
- Demonstrated ability to self-start
- Collaborative working style and a high degree of integrity
- Capable of engage academic environments
- Strong knowledge of Anglican Church structure and language
- Leadership development experience
- Effective communication at all levels
- Proven ability to build consensus and work effectively with a team

### **Experience and Education:**

- PhD or Master's degree preferred in education, theology or divinity

- Ordained in the Anglican Church preferred
- 5+ years of formation experience, faith-based and/or non-profit preferred
- Technical proficiency with office systems and software