

# Canon for Administration for the Episcopal Diocese of Georgia

## *Position Description*

**POSITION SUMMARY:** Responsible for working with the Bishop to build up the Body of Christ in the Diocese with special emphasis on the administration of the diocesan finances, clergy and lay benefits, and programs. Headquartered in Savannah, the Diocese serves 66 congregations across Central and South Georgia. The Canon for Administration supports the Bishop in administering the diocesan budget of \$2M and supporting our congregations with budgets totaling \$17M, with more than \$224M in real estate, and more than 100 employees receiving benefits through the Church Pension Group.



### **RESPONSIBILITIES of the Canon for Administration**

To work with the Bishop, other diocesan staff, and the clergy & lay leadership of the Diocese to maintain a faithful and effective operation of the Diocese and related ministries, through:

#### Financial Management

- Overseeing financial management of the Diocese and supporting and guiding congregations in adhering to appropriate financial management protocols.
- Working with the members of the Board of the Corporation of the Diocese to manage the more than \$14 million in investments held in trust for the Diocese and its congregations.
- Reporting to the Finance Committee, Board of the Corporation, Diocesan Council, and our annual convention on all matters related to the Diocesan administration.
- Working with the Executive Director of Honey Creek, our Retreat Center to manage the finances of the “parish hall of the Diocese.”

#### Benefits Administration

- Serving as liaison with Church Pension Group (CPG) to administer all enrollment and support for congregations related to insurance and benefits administration, including health insurance, pension, and liability insurance.
- Supporting the administration of all human resource policies set by the Episcopal Church and Diocese and drafting proposed policies when the needs arises.

#### Senior Advisor

- Serving as a senior advisor to the Bishop.
- Providing consultative assistance to congregations in finance, church administration, investment management, and strategic planning.
- Acting as Secretary of the Diocese of Georgia Convention and finance officer for all interactions with the Episcopal Church related to diocesan business.

## **SKILLS AND EXPERIENCE**

The Diocesan office requests the following skills and experience in serving as the Canon for Administration:

- 5 years in a comparable role.
- Familiarity with GAAP standards for non-profit management.
- Experience with risk management, financial management, and data reporting.
- Strong executive communication and presentation skills.

## **COMPENSATION**

The Annual Cash Salary and benefits will be reviewed and adjusted each year in light of changes in the Consumer Price Index, the current Diocesan salary standard, and, when applicable, the merits and scope of ministry performance and responsibility. In addition, the Diocese pays for full medical coverage (HSA policy) and Church Pension Fund 403b premiums. The range for this position is \$80,000-\$90,000, commensurate with experience.

## **TO APPLY**

Send letter of interest and resume to Bishop Frank Logue's Executive Assistant, Mrs. Maggie Lyons: [mlyons@gaepiscopal.org](mailto:mlyons@gaepiscopal.org)