

Job Description: Canon for Congregations

Department: Congregational and Mission Vitality

Location: Houston Diocesan Office (with required travel up to 30% across the Diocese)

Job Type: Full-Time, Exempt

Reports To: Canon to the Ordinary

Supervises: Team of diocesan staff, regional coaching networks, and task-oriented cadres across the Diocese

Who We Are

The Episcopal Diocese of Texas is committed to congregational vitality, leadership development, and mission expansion. The Canon for Congregations serves as a high-impact project manager and strategic leader, responsible for coaching, equipping, and mobilizing leaders to expand and strengthen faith communities across the Diocese.

This role is not about doing the work but about getting people to do the work, ensuring every congregation, mission initiative, and church plant has the leadership, structure, and resources needed to thrive.

This position is based in the Houston Diocesan Office, with travel required to oversee church revitalization, multicultural expansion with large footprint in Hispanic congregations, campus mission growth, conflict mediation, and new church plants. The Canon for Congregations will direct a team of Diocesan staff members, oversee financial planning for congregational vitality, and report quarterly to the Diocesan Foundations on measurable progress toward strategic goals.

What You'll Do

The Canon for Congregations is responsible for leading, coaching, and holding accountable the people responsible for congregational growth, mission expansion, and leadership development. This role is about empowering others to execute effectively.

Key Responsibilities:

1. Strategic Leadership & Execution

- Optimize the utilization of the EOS (the Entrepreneurial Operating System) framework for strategic planning and accountability across the Congregational Vitality office.
- Direct and coach a team of regional leaders, ensuring alignment with diocesan mission and strategic goals.
- Establish and manage regional coaching networks, ensuring each region has trained, equipped leaders who drive church growth.
- Oversee the execution of diocesan strategies for church revitalization, planting, and sustainability.
- Ensure clear, measurable objectives for every congregational engagement initiative.
- Ensure collaboration with regional bishops as congregational matters arise.

2. Budgeting & Financial Oversight

- Develop and manage budgets for each congregational vitality strategy in collaboration with the Finance Office.
- Ensure financial sustainability for mission initiatives, aligning funding with strategic objectives.
- Prepare quarterly financial and impact reports for the Diocesan Foundations, demonstrating measurable growth.
- Secure and allocate diocesan grants effectively to support congregational development.

3. Leadership Development & Coaching

- Ensure leadership development programs and integrate Hispanic ministry expansion and campus mission growth strategies.
- Develop and oversee a cadre of trained regional coaches, empowering them to provide congregational support.
- Coach congregational leaders, clergy, and vestries in adaptive leadership, governance, and mission strategy.
- Provide structured coaching programs to develop clergy and lay leaders in sustainable leadership practices.

4. Church Growth & Congregational Vitality

- Oversee revitalization efforts for struggling congregations, focusing on sustainability and mission clarity.
- Lead church planting initiatives, ensuring the Diocese expands into underserved and growing communities.
- Guide Hispanic congregational expansion, ensuring culturally contextual leadership and financial sustainability.
- Drive the growth of Episcopal campus missions, ensuring alignment with young adult ministry best practices.

5. Conflict Resolution & Governance Support

- Support congregations through governance challenges, ensuring alignment with Episcopal polity.
- Mediate conflicts within congregations, providing structured intervention and leadership coaching.
- Develop governance training programs to ensure vestries and clergy function effectively.

What You Need to Succeed

Essential Skills & Experience

- Proven experience in managing numerous teams with a track record of coaching for performance.
- Deep experience in leadership development, training, and team mobilization.
- Strong understanding of church governance, mission strategy, and leadership formation.
- Proficiency in EOS (Entrepreneurial Operating System) or a similar strategic execution framework.
- Project Management Professional (PMP) or similar certification (a plus).

- Demonstrated ability to build and oversee task-oriented coaching cadres across multiple locations.
- Strong skills in conflict resolution, governance mediation, and congregational coaching.
- Demonstrated proficiency in helping teams navigate through sudden disruptions with adaptive and resilient strategies.

Financial & Reporting Requirements

- Proven ability to develop and oversee multi-faceted budgets, aligning financial resources with strategic goals.
- Exceptional analytical skills to measure and report growth on each strategic initiative.
- Ability to set and track measurable outcomes for congregational vitality efforts.
- Proven ability to create executive-level reports for key stakeholder groups.
- Ability to track financial and mission impact data, ensuring transparency and accountability.
- Experience leading multi-cultural, bilingual, or Hispanic congregations (preferred but not required).
- Fluency in Spanish (preferred but not required).

Required Qualifications

- Bachelor's or master's degree in organizational leadership, Business Administration, Theology, or a related field.
- Experience with large-scale congregation development strategy execution.
- Experience leading nonprofit leadership or mission strategy execution.

Physical and Mental demands and Work environment

- Office environment with regular travel to congregations and diocesan locations.
- Weekend and evening hours will be required to accommodate training sessions and committee meetings.
- This role requires physical stamina (prolonged standing, walking, bending, and lifting up to 15 lbs) and the ability to maintain focus, make sound decisions, and manage stress in a fast-paced environment with frequent interruptions. Excellent communication and memory skills are essential.
- Work environment: The work takes place almost entirely indoors in the office environment or church facilities. The office setting is moderately noisy due to employee traffic and ongoing phone calls.

Why Join the Episcopal Diocese of Texas?

Join the Episcopal Diocese of Texas and shape the future of congregational growth! We offer high-impact leadership opportunities, professional development, a diverse and inclusive culture, and competitive compensation. Apply by April 11, 2025, with your cover letter, resume, and three references to Zee Turnbull at zturnbull@epicenter.org. Equal Opportunity Employer.

Logic Model for Congregational Missional Vitality: Strategic Vision & Future Growth

This role is essential to the long-term strategy of the Diocese, aligning with the Faith in the Future Report, EDOT Growth Strategy, and Mission Restructuring Model.

Growth Priorities (Next 10 Years)

1. Church Planting & New Congregations

- Expand into underserved communities and high-growth population areas.
- Develop missional communities alongside traditional congregational structures.
- Grow bilingual and Hispanic-led congregations.

2. Hispanic Ministry Expansion

- Recruit and train Hispanic leaders, ensuring long-term sustainability.
- Develop financially sustainable models for Hispanic congregations.
- Provide bilingual coaching and leadership development.

3. Campus Mission Growth

- Strengthen Episcopal presence on college campuses, ensuring growth beyond traditional congregational structures.
- Develop Episcopal 101 training programs led by students, coached by missionaries.

4. Congregational Conflict Mediation

- Implement proactive governance coaching to prevent conflict.
- Train vestries and clergy in effective leadership.

5. Environmental & Social Justice Initiatives

- Support Creation Care efforts as part of long-term sustainability.
 - Integrate climate resilience and disaster preparedness strategies into congregational life.
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