

## Diocesan Coordinator

Diocesan Coordinators have an exciting and creative ministry in their diocese—a ministry of education and encouragement. Diocesan coordinators have the opportunity to encourage members of the diocese to contribute to Episcopal Relief & Development and become part of a network of caring individuals who make a difference in this hurting world. They recruit members of their diocese to serve as parish representatives so that they can highlight the work of Episcopal Relief & Development in their congregations. ***Every parish should have one!***

Since the culture of each diocese is distinct and diocesan coordinators bring different skill sets and passions, the ministry of the diocesan coordinator will vary by diocese. However there are certain responsibilities that a diocesan coordinator is accountable for irrespective of the diocese. An effective diocesan coordinator will:

† **Be fully informed about Episcopal Relief & Development and its work.**

Learning about the work of Episcopal Relief & Development is easy. For starters, read all the materials that are sent to you. Then make sure you visit the Episcopal Relief & Development website ([www.er-d.org](http://www.er-d.org)) frequently. Most importantly, plan to attend the annual Network meeting designed to educate and train diocesan coordinators.

† **Submit a quarterly report of activities to the Network Coordinator at the end of March, June, September and December.**

† **Ensure that all Episcopalians in the diocese know about Episcopal Relief & Development's work.**

While your communication will vary by diocese, it is important to keep your bishops informed about Episcopal Relief & Development programs and opportunities for partnership. Diocesan coordinators are encouraged to submit articles about Episcopal Relief & Development to diocesan/parish publications and websites. By recruiting and training parish representatives, diocesan coordinators encourage churches to order and distribute Episcopal Relief & Development materials.

† **Visit as many parishes in the diocese in the course of the year as possible.**

As the Diocesan Coordinator, you are the face of Episcopal Relief & Development in the diocese. It is important that you meet with the clergy of the parish to tell them about Episcopal Relief & Development and advocate for its inclusion in parish life. While you're visiting a parish, check to see if Episcopal Relief & Development materials are readily available and inquire about the possibility of doing an Episcopal Relief & Development presentation.

† **Participate in Diocesan Convention.**

Diocesan coordinators should be present at their diocesan convention. It is an opportune time to meet many parish leaders from around the diocese. It is also the best time to recruit parish representatives. Coordinators should contact the diocese to arrange space for an Episcopal Relief & Development display and arrive early to set up the display table. As convention rolls around, be sure to submit a written report for the pre-convention journal. Also, please offer to present an oral report to the convention.

† **BE CREATIVE!**

This is a ministry where you can use all of your skills! You are the Episcopal Relief & Development communicator in your diocese, think of creative ways to share the message and encourage participation. The Network Coordinator is a resource, so to be in contact. Other available resources include the Provincial Coordinators, the Episcopal Relief & Development Listserv and your fellow coordinators.