



Episcopal
Relief & Development

Healing a hurting world

Provincial Coordinator

Provincial Coordinators are Episcopal Relief & Development volunteer representatives, whether diocesan coordinators or not, appointed by the Episcopal Relief & Development President in consultation with the respective Diocesan Bishop, Provincial President and Episcopal Relief & Development Office of Church Engagement. The Provincial Coordinators are appointed to serve for three years, which may be renewed based on mutual discernment of the Episcopal Relief & Development President, Provincial President, and Episcopal Relief & Development Network staff person.

Job Purpose Summary

Provincial Coordinators work to nurture and coordinate Episcopal Relief & Development efforts within each diocese of the Province; help maintain cohesion between the Province and the Episcopal Church; facilitate communication among various Episcopal Relief & Development ministries in the Province and Church-wide; and generally see that the Episcopal Relief & Development Network runs smoothly.

Key Responsibilities and Accountabilities

1. Communicate at least bi-monthly with individual Diocesan Coordinators within the Province.
2. Plan and implement Provincial trainings, with the consultation with Church Engagement staff, for Diocesan Coordinators and Parish Representatives if possible.
3. Actively facilitate advocacy for Episcopal Relief & Development's mission within the Provincial program.
4. Promote Provincial participation in the annual Episcopal Relief & Development Network meeting.
5. Establish and maintain a relationship with the Province and with each diocese in the Province.
6. Update the Episcopal Relief & Development's Church Engagement staff and Province President or Program Coordinator at least quarterly by e-mail and/or telephone.
7. Assist with other issues as needed, in cooperation with the Episcopal Relief & Development Church Engagement staff.
8. Advise the Church Engagement staff on various issues affecting the Network.