

The Episcopal Diocese of Pennsylvania 2025 Elected Position Descriptions

The following list provides a brief summary of open positions in the Diocese and answers frequently asked questions.

Board of Trustees

The Diocese is incorporated as a non-profit corporation to carry out the business affairs of the Diocese. The Board of Trustees that has sole responsibility for administration of the business and financial affairs of the Diocese. The Board of Trustees consists of 13 members comprising the Bishop, 3 Clergy members elected at Convention on a staggered term basis, 6 Lay members elected at Convention on a staggered term basis, and 3 Lay members appointed by Bishop.

Further Reading: Constitution and Canons, Section 26

Meetings:	Monthly	Constitution:	3 Clergy, 9 Lay
Time Required:	3 hrs/month	Terms:	3 Years (Max 2 Terms)
Meeting Format:	In-Person*	2025 Openings:	1 Clergy, 2 Lay
	Eligible Incumbents:		1 Clergy, 1 Lay

***Note:** In-person attendance is preferred, but a Zoom option is available.

Helpful Skills/Experience: Financial Literacy, Document Review, Interpersonal Relations

Christmas Fund

There are no open positions for the Christmas Fund in 2025.

Church Foundation

The Church Foundation is a Pennsylvania nonprofit corporation managed by a Board of sixteen Directors. TCF serves as trustee, custodian and investment adviser for assets owned by churches, chapels, missions and institutions in the Diocese, and administers diocesan real estate matters as required. Members also serve on related subcommittees.

Further Reading: Constitution and Canons, Section 19.3;
Charter and By-Laws of *The Church Foundation*

Meetings:	Quarterly/Annual	Constitution:	3 Clergy, 12 Lay
Time Required:	10 hrs/yr	Terms:	3 Years
Meeting Format:	Hybrid	2025 Openings:	1 Clergy, 4 Lay
	Eligible Incumbents:		1 Clergy, 4 lay

***Note:** Diocesan Convention *recommends* elected individuals to The Church Foundation Board of Directors for consideration and election by the TCF Board.

Residency Requirements: Clergy - Residency in Pennsylvania and canonically connected with the Diocese of Pennsylvania. **Lay** - Residency in Pennsylvania, a member of the Episcopal Church and affiliated with a Parish or Mission within the Diocese of Pennsylvania.

Helpful Skills/Experience: Knowledge of investments, trusts, finance, real estate, insurance, auditing, or other business-related expertise.

Commission on Wellness

The Commission on Wellness works on a variety of issues related to the health and wellness of Clergy and Lay employees of the diocese, including the topics of compensation, insurance, pension, and financial assistance.

Further Reading: Constitution and Canons, Section 4.5

Meetings:		Constitution:	6 Clergy, 6 Lay*
Time Required:		Terms:	3 Years (Max 2 Terms)
Meeting Format:	Hybrid	2025 Openings:	1 Clergy, 1 Lay
	Eligible Incumbents:		1 Lay

Notes: *1 Clergy and 1 Lay are elected on an annual basis by both Diocesan Convention and Diocesan Council.

Helpful Skills/Experience: Background in Human Resources, healthcare, data analysis, and law. An understanding of the unique challenges of clergy life.

Deputy to General Convention

Deputies to General Convention are elected to represent the Diocese at the 82nd General Convention of the Episcopal Church, July 2027 in Phoenix, Arizona.

Further Reading: Constitution and Canons, Canon 21

Meetings:	As Necessary*	Constitution:	4 Clergy, 4 Lay
Time Required:	Meetings + GC*	Terms:	Unlimited
Meeting Format:	In-person at GC	2025 Openings:	4 Clergy, 4 Lay
	Eligible Incumbents:		4 Clergy, 4 Lay

***Note:** Meetings increase in proximity to General Convention. Committee assignments require additional time commitments. Duration of General Convention is generally 6 to 10 days. Deputies should be in Phoenix at least one day prior to Convention.

Helpful Skills/Experience: Knowledge of the overall structure of the Episcopal Church. Familiarity with Church governance and parliamentary procedure.

Disciplinary Board

The Diocesan Disciplinary Board administers the process of dealing with complaints alleging clergy violation of the standards of clergy conduct as set forth in Title IV of the Canons of the Episcopal Church.

Further Reading: Constitution and Canons, Section 22.3

Meetings:	As Needed	Constitution:	8 Clergy, 7 Lay
Time Required:	Varies*	Terms:	3 Years (Max 2 Terms)
Meeting Format:	Mostly Zoom	2025 Openings:	3 Clergy, 3 Lay
	Eligible Incumbents:		3 Clergy, 2 Lay

***Note:** Disciplinary Board members may be appointed to a panel regarding a Title IV-related issue. These panels may be stressful and time-consuming.

Helpful Skills/Experience: Attendance at meeting and training; willingness and ability to serve on a panel dealing with a complaint if chosen.

Nominating Committee

The Nominating Committee maintains and/or publicizes the descriptions and membership lists of all (non-paid) committee and commission positions in the diocese, works to recruit members for these positions, and presents a slate of candidates for election at diocesan convention.

Further Reading: Constitution and Canons, Section 4.7

Meetings:	Monthly	Constitution:	6 Clergy, 6 Lay
Time Required:	2 hrs/month	Terms:	3 Years (Max 2 Terms)
Meeting Format:	Virtual	2025 Openings:	3 Clergy*, 2 Lay
	Eligible Incumbents:		1 Clergy, 1 Lay

***Note:** 1 Clergy to complete two years of an unexpired term.

Helpful/Skills/Experience: Organized and proactive; willingness and ability to connect with people for recruitment purposes.

Standing Committee

The Standing Committee is a body of advice and consent, working with the Diocesan Bishop, and is involved in making strategic decisions for both the Diocese and the Episcopal Church at large in raising up, calling and/or approving the call of candidates for ordination and the episcopate.

Further Reading: Constitution and Canons, Section 4.1

Meetings:	4th Tuesdays*	Constitution:	4 Clergy, 4 Lay
Time Required:	5 hrs/month	Terms:	4 Years (Max 2 Terms)
Meeting Format:	In-Person*	2025 Openings:	1 Clergy, 1 Lay
	Eligible Incumbents:		1 Clergy, 1 Lay

***Note:** In-person attendance is preferred, but a Zoom option is available. An in-person retreat is held annually. Committee members are expected to attend at least one ordination per year.

Helpful Skills/Experience: Financial, legal (canonical); working knowledge of Diocesan Constitution and Canons of DIOPA and TEC; Experience on a vestry, diocesan committee, or work with The Episcopal Church.