

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: CHANCELLOR

NUMBER: 06001

REPORTS TO: Metropolitan

EXEMPT

Level 13

14 July 2011

Supervisory and Job Controls: Is assigned areas of responsibility and scope of decision-making by the Metropolitan. Serves the Metropolitan as a trusted assistant and is accountable to the Metropolitan and Holy Synod in assigned areas. In accomplishing work, follows legal, regulatory, and established Best Practices and Policies for Financial Accountability of the OCA, keeping the Metropolitan informed of all non-routine issues and decisions. Work is assessed in terms of overall accomplishments, timeliness, and responsiveness to the needs of the Church, within assigned areas.

Major Duties

Serves as assistant and advisor to the Metropolitan of the Orthodox Church in America, is responsible for the administrative oversight and day-to-day operations of the Chancery, and is the main liaison for communications of chancery activities to the Metropolitan, Holy Synod and Metropolitan Council.

1. Assists the Metropolitan in managing national-level clergy-related activities, including seminarian development and ordination, inter-jurisdictional transfers, continuing education, and retired clergy and widows support. Works closely with the Church's hierarchs and seminaries to implement programs in the best interests of the Church, its dioceses, and individual members of the clergy. As required, reports progress, problems, and recommendations to the Metropolitan and Holy Synod, as well as to the OCA's Councils, Synods, and membership.
2. Oversees and/or guides the work of the Board of Theological Education and assigned OCA Departments, Committees, Boards, and Commissions. Assists in development of organizational goals and objectives including budget proposals; oversees progress against goals including financial stewardship; provides direction when necessary; ensures appropriate coordination among the various individuals and groups assigned him; ensures appropriate reporting to OCA Councils, Synods and membership; and resolves problems that transcend the scope of individual organizations.
3. As assigned, represents the Metropolitan and Holy Synod in religious, spiritual and administrative activities; acts in his/their stead in dealings with clergy, laity, employees, and organizations of the OCA and with other religious jurisdictions and lay organizations. In this capacity, acts to maintain the organizational integrity and further the growth of the Church.
4. Serves as Chief of Staff for the Chancery.
5. Serves as a voting Member of the Metropolitan Council.
6. Oversees the Office of Review of Sexual Misconduct Allegations; continually communicates the activities of that Office to the Metropolitan and Holy Synod.
7. Serves as ex-officio member of the Boards of Trustees of St. Herman's, St. Tikhon's and St. Vladimir's Seminaries.

Performs other duties as assigned.

Job Requirements

1. Is a Priest in good standing in the OCA for a minimum of ten years, possessing excellent pastoral and administrative experience and skills, and recognized for living the precepts of the Gospel.
2. Is held in high respect by hierarchs, clergy and laity.
3. Demonstrates expertise in ecclesiology, canon law, and traditions.
4. Demonstrates familiarity with existing OCA Statute, procedures and policies.
5. Possesses a degree in theology and/or ministry, preferably from an Orthodox school of theology.
6. Is able to express ideas - and conclusions effectively and persuasively, both orally and in writing.
7. Must be willing to relocate to the proximity of the Chancery located on Long Island, New York.



Signature & Date

This job description accurately describes the duties and responsibilities of the position of Chancellor.