



Position Description for Diocesan Committees, Commissions and Executive Council

The following **EXPECTATIONS** and **OBLIGATIONS** apply to each member of a Committee, Commission or Council of the Episcopal Diocese of Western Michigan:

1. Faithful attendance is expected at all meetings and the Diocesan Convention, whenever and wherever held within the Diocese. If more than two meetings are missed, the member should evaluate whether he or she can continue to participate in this activity.
2. Full participation in all meetings, discussions and voting is expected. Come prepared to work, having studied all materials beforehand. Carry your share of the load of the group's work.
3. Act as a representative of the Diocese to the Deaneries and Parishes of the Diocese. Keep others informed of your discussions and actions.
4. Play well with others/exercise good group skills. Be willing to listen carefully, pay attention and don't talk (or interrupt) when others are speaking. Be patient when others ask for clarity.
5. Give careful attention to personal and communal spirituality.
6. Be willing to serve (be a servant), and lead by your service.
7. Communicate and receive communications in a variety of forms, including telephonic and electronic.

The following **GIFTS, TALENTS** and **SKILLS** are desirable in a member of a Committee, Commission or Council of the Episcopal Diocese of Western Michigan:

- A. Have a demonstrated passion for the Vision of the Diocese and actively work for its implementation.
- B. Reflect your desire to help the Diocese with a positive attitude and a willingness to participate and become involved in the work, at the Parish, Deanery and Diocesan levels.
- C. Have the ability to have a longer view of the effect of our work as set forth in the Gospels.
- D. See our spirituality and prayer life as an important aspect for us to live into our Diocesan Vision; have a prayerful presence, a commitment to a spiritual life, be on a faith journey, be able to recognize and contemplate God's spirit with new possibilities, trusting in the Holy Spirit.
- E. Be a team player. Minimize advancing your own agenda.
- F. Have good communication skills; have the ability to respond to the opinions of others appropriately.
- G. Think outside the box. Be innovative.
- H. Have a basic knowledge of the inner workings of the Diocese.