JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR
OF THE DIOCESE OF QUEBEC

The Diocese of Quebec, founded by Letters Patent in 1793 and incorporated in 1885 and
the Church Society of the Diocese of Quebec, founded in 1842 and incorporated in 1844
is searching for an Executive Director to oversee all administrative and financial
functions of the Diocese. The candidate chosen will be directly responsible to the Lord
Bishop of Quebec and have reporting responsibilities to the Synod of the Diocese of
Quebec and the Church Society of the Diocese of Quebec.

The person who holds this position will be based in Quebec City, be fluently bilingual
and work with the Bishop and the Coadjutor Bishop in the process of planning,
organizing, directing and implementing Synod and Church Society policies and
programs.

The successful Candidate will function as Chief Administrative Officer and also as
Comptroller of Synod and the Church Society. He or she will advise the Diocesan
Executive Committee and the Central Board of the Church Society and will work with a
number of committees and working groups that form parts of the Diocesan operational
structure.

Regarding the Executive Director’s role as Chief Administrative Officer, the successful
applicant will be responsible for hiring, supervising, supporting and evaluating all non-
clergy office staff. Although staff members may vary in number, they will generally be
few. The incumbent will take the lead role in managing the stewardship part of the
strategic objectives. He or she will also oversee the important communications web that
ties the far flung diocese together.

The prospective incumbent must exhibit the clear signs of possessing the fundamental
elements and characteristics of managerial competencies and leadership attributes.

Regarding the Executive Director’s role as Comptroller, the successful applicant will be
responsible for:

- the yearly budget, tracking all expenditures, payment of all bills, posting of all
deposits, management of the comprehensive insurance policy of the Diocese of
Quebec, processing the payroll and dealing with all the related paperwork for
those who contract with the Society for payroll services, and, administering the
day to day investment paperwork.
The Executive Director acting as Comptroller will also be responsible for the financial books and preparations for the audit of:

- the Church Society Operating Fund, the Church Society Funds under Management, the Church Society Funds in Trust, The Lord Bishop Corporation Sole, The Lord Bishop Corporation Sole-in-Trust.
- the Synod’s budget and finances.

The Comptroller will manage the benefit plan of the Diocese of Quebec as well as processing pensions for all eligible pensioners. He or she will also be the person who represents the Diocese in financial discussions with the National Church Pension Office and other diocesan treasurers.

The prospective incumbent must possess an appropriate professional accounting designation and must have significant financial managerial experience.

Over the last year the Diocese of Quebec has engaged in a process that has resulted in the setting of strategic objectives. The person who is hired for this position will have a pivotal role in the implementation of these objectives.

Remuneration: negotiable

The Hiring Panel will choose the short list on Tuesday October 2nd. Interviews will take place on the 3rd or 4th of October in Quebec City.

If you wish to apply for this position send your C.V. and three references to:

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