



Job Posting:  
Diocese of Nova Scotia and Prince Edward Island  
**Vocations Coordinator**

**Summary**

We are seeking a full-time Vocations Coordinator to creatively manage, guide, and disciple those identifying and pursuing a call to ministry throughout the Diocese of Nova Scotia and Prince Edward Island. This position will support the Diocesan Mission to participate in God's mission of reconciling the world to God through Jesus Christ, through its Vision, which is to create and sustain Christ-centred, mission-minded, ministering communities of faith.

**Description**

The Diocese of NS and PEI is seeking a full-time Vocations Coordinator to encourage discernment of ministry calls, to navigate procedure and policy with those in discernment, and to coordinate communications with and provide information to seekers, discerners, and parish and diocesan leadership. Reporting to the Director of Mission and Ministry Development, the Vocations Coordinator is an integral part of our Diocesan team. Familiarity with Anglican polity, orders of ministry, and excellent organizational skills are mandatory. A creative, faithful, and positive outlook are all required as you take on a ministry spanning individual consultation and formation through to parish and regional presentations and engagement.

**Primary Duties and Responsibilities:**

- Oversee all Vocation Program duties, including communications, guidance, review, and recommendations. Elements of responsibility may include: interviews, guidance, direction, and evaluation of discerners and discernment programs.
- Clear and concise communication with discerners, communities, regions, guiding committees, education institutions and staff, and Diocesan Leadership (including the Bishop).
- Develop, maintain, and monitor programs of discernment and formation for stipendiary and non-stipendiary ministries.
- Maintain records of application and progress on all discerners and relevant programs.
- Communicate regionally, provincially, and nationally — as appropriate — with other Anglican Church of Canada vocations programs and ministries.

**Qualifications:**

- Master's degree in theology, or pastoral ministry, or Master of Divinity with 5+ years of appropriate experience preferred; supplementary training in Spiritual Direction or Mentoring, an asset.
- Demonstrable understanding of interpersonal dynamics and adult education principles.
- Ability to work with a variety of practices and traditions within the Anglican Church of Canada.
- Excellent analytical, communication, planning, and organizational skills.
- Capacity to multi-task and effectively prioritize to meet established deadlines.
- Passionate about supporting the ministry of the Diocese and the wider Anglican Church of Canada, with excellent knowledge and understanding of its culture, norms, and structures.
- Current and satisfactory Police Record Check and Vulnerable Sector Check.

If you are looking for more than just a job, and feel called to serve in a season of flourishing and expanding ministry leadership, please submit a cover letter and resume to The Reverend Ann Turner, Executive Director, Diocese of Nova Scotia and Prince Edward Island ([executivedirector@nspeidiocese.ca](mailto:executivedirector@nspeidiocese.ca)). A full job description is available upon request.

The Anglican Diocese of Nova Scotia and Prince Edward Island embraces diversity and celebrates our differences. We believe each team member contributes unique gifts and welcome applications from those who share our respect for inclusivity and diversity. We encourage applications from people with disabilities and will make reasonable accommodations, upon request, for candidates taking part in all aspects of the selection process. Interviews will take place, ongoing, until the position is filled. Only those invited for an interview will be contacted.