



# THE EPISCOPAL DIOCESE OF WEST VIRGINIA

**Bring the full tithe into the storehouse,  
that there may be food in my house.**

**And thereby put me to the test,  
says the Lord of hosts, if I will not  
open the windows of heaven for you  
and pour down for you a blessing  
until there is no more need.**

*Malachi 3:10*



*The Barn at Sandcrest, our Diocesan Retreat Center in Wheeling,  
built circa 1774 and currently being repurposed for 21<sup>st</sup> century ministry.*

**Are you called to help us open the windows of heaven  
for the storehouses of West Virginia?**

## **Canon for Finance and Stewardship**

The Episcopal Diocese of West Virginia is looking for applicants, either lay or ordained, to discern a call to the position of Canon for Finance and Stewardship. This role is more than a job—it is a calling, a vocation. The person God is calling to this position will do more than handle the Diocesan finances. This person will help our congregations and clergy to understand the role of Stewardship and giving in their personal and communal lives. They will teach, guide, and support the people of God around the Diocese to better manage the gifts and resources entrusted to them.

While based in Charleston, the capital city of West Virginia and the home of our Diocesan Office, the Canon for Finance and Stewardship will travel as needed around the Diocese, which encompasses the entirety of the state of West Virginia. The Canon for Finance and Stewardship will work with the Bishop, senior staff members, the diocesan Treasurer, and our banking and accounting firms, to manage the funds held by the Diocese, manage our budget, receive money, and administer our accounts payable.

The Canon for Finance and Stewardship for The Episcopal Diocese of West Virginia is a senior member of the bishop's staff overseeing the financial health of the Diocese. A working knowledge of The Episcopal Church and its various bodies and the ability to work collaboratively with staff and parish leaders are required.

## **Financial Health and Assets to be Overseen**

The Episcopal Diocese of West Virginia has an annual budget of approximately \$1.8 million. We believe that a budget is more than just numbers on a page. A budget is a moral document that is a statement of priorities, hopes, and faith. Our 2024 budget represents a shift in the way we hold and manage our money to facilitate transparency, focus on mission priorities, and reflect on who we feel called to be as the Diocese.

The Diocese of West Virginia is blessed with several streams of income which ensure, by the Grace of God, that the work we begin can be completed. This includes direct support from parishes and various endowments and funds that directly support the work of the Diocese.

The largest contributors to the Diocese are the parishes by way of Missionary Apportionment. The percentage at which the Missionary Apportionment is calculated is dependent on the rolling three-year average of each parish's operating income.

Our primary endowment, called *New Dynamics*, provides additional income for the health and benefit of our budget and common life. Additional endowments, funds, and income from oil, gas, and other mineral holdings and leases also contribute to the overall holdings of the Diocese. The Diocese also manages a pooled fund of investments for the benefit of many of our congregations. All of these investments total just over \$29 million.

These holdings are managed by our capable Trustees along the Diocesan Treasurer and investment advisors from our financial institutions.

## **Position Description Details**

Position: Canon for Finance and Stewardship

Reports to: The Office of the Bishop

Location: Charleston, WV; Travel is required

This position is open to lay or ordained persons.

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### Accounting/Bookkeeping Qualifications:

- Knowledgeable in accepted accounting and bookkeeping practices including the Episcopal Church's *Manual of Business Methods in Church Affairs*.
- Works closely with accountants, banking institutions, Diocesan Treasurer, Diocesan Council, Trustees, and investment firms for accurate reporting of our finances
- Ensure proper record keeping of accounts receivable, and payable.
- Administer benefit plans for clergy and lay employees and responds to their inquiries
- Knowledge of tax law as it applies to churches and clergy, and employment law

### Stewardship:

- Appreciation for the ministry of stewardship and financial practices required
- Works with churches, assisting with stewardship programming and financial questions.
- Collaborates with other staff to educate congregations in the best practices for accounting and stewardship
- Development of stewardship communications, resources, and programming
- Assist in the development, introduction, and management of a diocesan wide capital campaign.
- Ability to relate to donors with maturity and provide articulation of shared vision

### Technical:

- Proficiency in MS Word, MS Excel
- Facility and/or familiarity with ACS Technologies, Realm
- Donor database experience

### Organization and Interpersonal:

- Invested in cultivating a healthy Diocesan team
- Strong organizational skills
- Ability to interact with people of varying stewardship and financial practices knowledge and ability
- Solid public speaking skills
- Work collaboratively with staff, parishes and boards and commissions across the diocese
- Strong written and verbal communication skills

## **About the Diocese of West Virginia**

The Diocese of West Virginia encompasses the entire state of West Virginia and includes 55 congregations. Our congregations range from downtown urban churches to rural congregations. Our state has many challenges—an aging population, an opioid drug epidemic, and poverty, just to name a few—but we also have so many opportunities to share the Gospel and live out our Baptismal Covenant to seek and serve Christ in all persons.

We believe the role of the Diocesan Office is to equip & empower West Virginians to follow Jesus Christ. We hold the unique position of being the traditional and progressive Christian community in Appalachia. At its best, the Diocesan Office equips clergy and congregational leaders in the Diocese of West Virginia to evangelize those who seek affirming church communities and help them live into the fullness of who God created them to be.

## **Living in West Virginia**

### **An Outdoor Lovers Paradise!**

West Virginia boasts plenty of activities for those who love to be outdoors within close distance to Charleston. West Virginia State Parks and Forests offer outside ventures with both camping and lodge accommodations. Close by are local recreation areas: Kanawha State Forest and Coonskin, Cato, and Little Creek Parks. In just over an hour, you can be in the New River Gorge, America's newest National Park where the annual Bridge Day Festival occurs. Bridge Day attracts base jumpers and parachutists from around the world! Nearby to the New River Gorge is the Summit Bechtel Reserve, home to both the National and World Scout Jamborees. Although located south of the Mason Dixon Line, West Virginia has both downhill and cross-country skiing and snowboarding within a three hour drive or less. Snowshoe Mountain Resort also has a bike park with the only Silver Certified IMBA mountain biking center on the East Coast. There are also plentiful, less popular swimming and boating spots spread across the state in the form of rivers, lakes, ponds and swimming holes. The Hatfield McCoy Trail system has over 1,000 miles for ATV recreation.

### **A Place for Those More “Indoorsy” as Well!**

For those less inclined to be outdoors, there are also a variety of activities that touch on cultural touchstones in our state. Centers like Tamarack in Beckley offer art classes to learn Appalachian art methods popular in our state like pottery and glass blowing. Museums can be found across communities on subjects ranging from the history of the popular cryptid Mothman, to the history of the West Virginia Mine Wars. Unique and delicious dining experiences can be found at a large variety of local restaurants. Touring groups or performers frequently stop in Charleston to play in three large venues: the Charleston Civic Center, the Municipal Auditorium and The Clay Center for Arts and Sciences. National and regional acts, as well as touring Broadway productions, often play these venues. Other local groups also frequently delight our community with performances including the WV Symphony Orchestra, Charleston Light Opera Guild, Children's Theatre of Charleston, Appalachian Children's Chorus, the Charleston Ballet and more. West Virginia Public Radio's *Mountain Stage* makes its home at the Capitol's Cultural Center which also houses the State Museum and Archives. During the summer, free concerts occur at Haddad Riverfront Park amphitheater. including multi-day events such as the Sternwheel Regatta, FestivALL, Multifest, and Charleston Pride.

## What Charleston has to Offer



Three Interstates intersect West Virginia's State Capitol of Charleston, WV: I-79 and I-77 North-South, and I-64 East-West, making the area easily accessible to most of the Eastern part of the country. Within a five hour drive of the Charleston area are Washington, DC, Cincinnati, Cleveland, Columbus, Louisville, the Smoky Mountains, Indianapolis, Richmond, and Pittsburgh. Charleston Yeager International Airport (CRW) is a ten minute drive from downtown, with service by American Airlines, Delta Airlines, United Airlines and Breeze Airlines. Amtrak's Cardinal train stops three times weekly to connect the City to Chicago and Washington, DC.

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For sports enthusiasts, there are several offerings. Two soccer complexes are within a short drive of Charleston. These complexes often play host to regional tournaments in sports including soccer, but also baseball, lacrosse and more. The Civic Center has played host to other regional sports competitions, including pre-Olympic trial volleyball, and the National Youth Table Tennis Championship. The City of Charleston has plans to build a state-of-the-art indoor aquatic sports center downtown. The Charleston Dirty Birds, an independent minor league baseball team, plays its games in the downtown ballpark.

Charleston and the surrounding areas are home to top rated medical facilities and providers. A variety of specialists are available in the area. Additionally, a benefit that some see to our area is its ease of travel to seek care at famous medical facilities like Cleveland Clinic, Johns Hopkins, and Duke.

## **Are you called to help us fill the storehouses of West Virginia?**

### To Apply

If you would like to join us in discerning if God is calling you to West Virginia, please submit your resume and a letter of interest (and a copy of your OTM profile if you are ordained) to:

Ms. Beth Marquart  
Executive Assistant to the Bishop of  
The Episcopal Diocese of West Virginia

PO Box 5400  
Charleston, WV 25361

Email: [bmarquart@wvdiocese.org](mailto:bmarquart@wvdiocese.org)