

The Episcopal Diocese of Texas

Dean of Administration of the Iona School for Ministry

The Episcopal Diocese of Texas seeks a Dean to co-lead the diocese's local formation school, the Iona School for Ministry. The Dean of Administration will work with the Dean of Formation and the Executive for Ministry, Bishop Suffragan, Kai Ryan, to maintain and update curriculum, recruit and supervise instructors and students, and build on the current strong community ethos to provide excellent formation for students preparing for ordained and lay licensed ministries in the Church.

Vision and Development of School:

- Assist the Executive for Ministry in leading and managing the Iona School to advance the mission of the Diocese.
- Work with the Executive for Ministry and the Canon for Formation to identify formational needs of the diocese appropriate to include within the School and collaborate to design and implement such offerings.
- Participate in meetings and trainings of the Iona Collaborative.
- Ensure the health of student life within the school.

Oversee School Operations:

- Recommend hires for staff and instructor positions and supervise and evaluate once selected.
- Oversee, if ordained, the Iona School chapel.
- Oversee Field Education instructors and field ed programs.
- Teach student courses for orientation and other courses, as assigned.
- Lead year-end evaluation meeting with staff and the Executive for Ministry.

Student assessment:

- Coordinate efforts to improve student assessments in line with Iona Collaborative microgrant project.
- Coordinate collective evaluations for each student and prepare required evaluation letters to home dioceses.
- Recommend, after collaboration with Dean of Formation, recipients of named/designated scholarships to Executive for Ministry.
- Recommend, after collaboration with Dean of Formation, nominees for special programs and opportunities offered by the Episcopal Foundation, the Iona Center, the Episcopal Evangelical Society, etc.

Administration (in collaboration with and/or supported by Iona School Administrator):

- Develop student worship schedule for academic year and edit student and faculty handbooks.
- Assist the Dean of Formation in developing the annual course schedule.
- Review and update website, as needed.
- Be present for and run weekend schedule for each session.
- Design and lead new student orientations.

Desired Experience and Qualifications

- Commitment to Jesus Christ as Lord and to work for the building up of the Church.

- Lay or Ordained Episcopalian, active in the life of the Episcopal Church
- Embody the EDOT Staff Core Values: Professionalism, Joy, Bridge-building, Humility, Integrity, Creativity, Holy Ambition
- Enthusiastic supporter of bivocational and lay ministry
- Love scripture, theology, and the Episcopal Church and feel called to help the Church join God's mission in the world.
- Experience and knowledge in teaching adults and in forming leaders for the mission of Christ.
- Experience with administrative leadership in church or university with supervisory experience
- Training in or working knowledge in one or more of the following areas: pedagogical strategies, non-traditional education programs, advanced theological studies, congregational leadership.
- Interested in thinking creatively and differently about discernment and formation regarding theological education and training
- Culturally nimble and fully committed to advancing diversity in the school.
- Ability to work without direct supervision and to lead and supervise others with clarity and compassion.
- Stamina to work effectively in concentrated weekend format one weekend per month at Camp Allen in Navasota, Texas and to travel on occasion
- Strong written and oral communication, and organizational and administrative skills.
- Education beyond master's level is preferred

This is a part-time compensated position, requiring the equivalent of approximately 130 days of work each year. Residence in the Diocese of Texas is required. Please email resume by April 30, 2026 to: htownsend@epicenter.org

The Iona Deans for Administration and Formation – Additional Details

The specific areas of accountability are enumerated on the previous pages.

Anticipated Schedule of Work for both Deans:

Annual Preparation:

1 month full-time or 2 months part-time (20 work days, between April 1 and June 30 aimed toward preparation for August opening) to recruit faculty and instructors, finalize book lists, revise handbooks, schedule supportive meetings for orienting and coaching instructors, strategize year with Executive for Ministry (including planning for Annual Goals), to admit students and handle various student issues.

Approximately 3 days for participation in the Annual Meeting of the Iona Collaborative during the summer.

On-going:

1 weekend per month, 10 months per year (30 workdays, Jan-June; Aug-Dec) to be present and lead weekends, gathering and building community, supporting students and instructors, guiding the community toward the Iona vision, troubleshooting with Camp Allen staff and other members of the community, teaching assigned courses and fulfilling worship leadership duties, participating in community worship.

6-8 days per month, 11 months per year (66-88 total workdays, all but July) to work with Iona Administrator, Chaplain, and Field Ed Supervisors and Exec for Ministry on operations of school, to handle various duties related to instructor supervision and student assessments, to prepare assigned courses, to participate in the meetings of the Iona Collaborative, and to attend diocesan Council and engage in other events and parish visits to recruit students and highlight the work of the School.

10 paid vacation/pto days per year

For a total of 116-138 workdays per year; ½ time position (most years have approximately 260 business days per year)

Primary Tasks (see accountability descriptions for each Dean to understand break-down of duties):

Assist the Executive for Ministry in leading and managing the Iona School to advance the mission of the Diocese of Texas.

Work with the Executive for Ministry and other bishops and leaders to identify formational needs of the diocese appropriate to include within the Iona School for Ministry and collaborate with other thought partners and leaders to design and implement such offerings.

Implement and adapt the core and supplemental curricula to strengthen the TEAC competencies of graduates. Propose and develop, following approval from the Exec for Ministry, new programs for lay licensed ministers and ordained persons. (Curriculum revisions in consultation with the Exec for Min)

Set required book list(s).

Recommend hires for staff positions to the Exec for Ministry: Chaplain, Field Ed Supervisors, any assisting deans; orientation and supervision of staff once called

Selection of instructors for core and ministry courses in consultation with Executive for Ministry and assisting deans, if any.

Orientation of instructors to the Iona School course objectives, pedagogical guidelines, and student assessment expectations.

Supervision, support, and evaluation of faculty/instructors.

Oversight of the Iona chapel to ensure consistency with the Book of Common Prayer and other authorized Episcopal liturgical texts and music resources; oversight of Iona chapel services, including invitations to guest celebrants and preachers; orientation of students to Iona worship practices, work with coordinators of programs to assign chapel slots for student officiants and preachers.

Leadership/teaching of certain courses for orientation, and other courses, as assigned.

In collaboration with subject matter experts and Exec for Min, enhance approaches to pedagogy.

Lead year-end evaluation meeting with staff and Executive for Ministry.

Administration (in collaboration with and/or supported by Iona School Administrator):

Develop schedule for academic year

Edit student and faculty handbooks

Be present for and run weekend schedule for each session

As needed, assist with grant management and proposals (temporary)?

Student assessment:

Review assessments of students submitted by instructors.

Participate in development and implementation of new assessment model (SALT) and progress on Iona Collaborative micro grant project.

Review TEAC competencies with each student each year to assess progress; (or assisting deans, if any)

Coordinate collective evaluations for each student and prepare required evaluation letters to home dioceses.

Student Life:

Participate in recruitment and discernment of new students, aiming to foster a more diverse student population (i.e., racial, ethnic, cultural, ability, and theological diversity)

Continue to facilitate and create spaces of belonging for a more diverse student population