

## **Job Description: Dean of Bloy House**

### Assumptions

Bloy House is under the administrative umbrella of the Diocese. Accounting, marketing, and development is done by or with the assistance of Diocesan staff. Another position of Assistant Dean is established at half time or less.

### Overview

Bloy House exists to serve the formation needs of the Episcopal Diocese of Los Angeles. This includes, but is not limited to, lay faith formation, lay ministry licensing formation, postulant trainings, Anglican Studies, and Diaconal Studies. Additional possibilities include clergy continuing education and Spanish language instruction.

### Purpose

The Bloy House Dean is the public face of Bloy House, interacting with students, instructors, and clients (the Diocese) to plan and administer educational offerings for the Diocese.

### Responsibilities

- Designs curriculum to meet formation needs of the diocese in the following areas: lay formation, postulant formation, Anglican Studies, Diaconal Studies.
- Recruits instructors for course offerings; mentors instructors in curriculum design.
- Plans and administers academic schedule.
- Monitors student attendance/homework when required to offer completion certificates, such as for lay licensing.
- Works with Diocese on lay licensing program
- Meets with clergy, deans, and others at the direction of the Bishop to promote Bloy House programs.
- Writes newsletter and Episcopal News Update articles to promote Bloy House.
- Meets with donors as requested by Bishop or Diocesan Director of Development.
- Writes grant requests and reports as needed for funding.
- Develops, administers, and analyzes assessment tools to fulfill grant requirements.
- Communicates with/Mentors students as necessary to help them complete their chosen formation plans (for example, lay ministry licensing)
- Meets with Board to review the work/budget
- Meets with Diocesan accounting staff to review books/answer questions.
- Teach courses at Bloy House as needed.
- Oversee Website maintenance and updates.
- Communicate/cooperate with Commission on Ministry as necessary.
- Manages registration for courses; website and forms necessary for registration.
- Develops flyers and other marketing material for Bloy House.
- Manages Bloy House website
- Answers general inquiries via phone/email
- Operational tasks: classroom reservations, course detail information/reminders to students, produce and distribute certificates, maintains lay licensing records, submits expense reimbursement requests.