

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: REPRESENTATIVE TO MOSCOW PATRIARCHATE **NUMBER:** 0632
DEAN AND RECTOR OF ST. CATHERINE REPRESENTATION CHURCH

REPORTS TO: Metropolitan and Holy Synod through the Director of External Affairs

LEVEL 11

**EXEMPT
16 May 2012**

Supervisory and Job Controls: The Holy Synod of Bishops appoints the Representative to the Moscow Patriarchate/Dean of St. Catherine's Representative Church and has direct supervisory control. The Metropolitan has oversight of the parish as a stavropegial institution. The Metropolitan, Chancellor, Director of External Affairs and Holy Synod are frequently apprised of progress, made aware of controversial or sensitive issues, and are consulted in advance on actions that may impact the policies of the Church.

Job Summary

The Representative to the Moscow Patriarchate facilitates relations of the Orthodox Church in America with the Patriarchate, ensuring proper communication. To accomplish this task, the Representative must be well-informed about the policies and accomplishments of both Churches. He must also be well-informed about the challenges faced by both Churches. While serving as a bridge of communication between the two Churches, the Representative is responsible for promoting the interests of the Orthodox Church in America in relation to the Moscow Patriarchate.

At the same time, the Representative is also a link in Moscow between the OCA and other Churches, religions, governmental and non-governmental offices and institutions, including the embassies of the United States, Canada and Mexico.

The Dean and Rector of St. Catherine's Representation Church heads a parish community that is within the context of the Russian Orthodox Church. The unique role of St. Catherine's Church requires respect for the Russian Orthodox Church, as well as communication of the special gifts of the Orthodox Church in America. St. Catherine's Church is a Moscow "window" to the Orthodox Church in America. It serves Russian Orthodox people who choose to attend services at St. Catherine's and also Orthodox Christians from the US and Canada and other English-speaking Orthodox Christians living in or visiting Moscow.

Major Duties

1. Promotes understanding and communicates the message of the Orthodox Church in America to a wide variety of individuals and groups. Participates in missions, delegations, and ecumenical conferences. Gives formal and informal lectures and talks.
2. Represents the Orthodox Church in America as directed in various functions, ministries and operations which advance the mission of the Church in Russia. He is to provide a "window" into Church life in North America. He may be called upon to educate the Church, diplomatic and expatriate community in Russia.
3. He is to establish a good working relationship with the Metropolitan, Holy Synod of Bishops, Officers of the Church and the Director of External Affairs. He must provide periodic reports and updates as to his work in Moscow and reports on the management of the parish in accordance with the standards of a parish of the Orthodox Church in America.

4. May be called upon to assist in organizing official trips and delegations to Russia and other European countries as directed by the Holy Synod in consultation with the Director of External Affairs.
5. Serves as the head of the parish in accordance with the Statute of the Orthodox Church in America Article X, Section 4. He is the spiritual father of the flock and the celebrant of the liturgical worship established by the Church. The parish is under the spiritual authority of the Orthodox Church in America as a stavropegial institution and is also part of the Moscow deanery of the Moscow Patriarchate. He oversees the work of the other Moscow clergy assigned to the parish and is to operate the parish according to the standards of the Orthodox Church in America.

Performs Other Duties as Assigned

Job Requirements

1. Broad and intense knowledge of Orthodox theology and the OCA mission and spiritual message.
2. Ability to absorb complex information rapidly and to apply it with little or no preparation to a variety of sensitive situations.
3. A temperament that enables defending the Orthodox viewpoint and expressing serious disagreement respectfully and without hostility, while simultaneously building good relations.
4. Ability to communicate orally and in writing clearly, concisely, and persuasively on complex and sensitive issues.
5. Ability to understand, speak and read Russian (fluency and writing ability an advantage).

Personal Relations

Interacts effectively with a wide range of clergy and laity of varying religions and ethnic backgrounds, including Patriarchs, Metropolitans, and Archbishops and other religious leaders worldwide; US (and other) ambassadors in other countries; and US State Department officials handling relations with countries in which the OCA has Church partners.

Signature & Date

This job description accurately describes the duties and responsibilities of the position of Representative to the Moscow Patriarchate/Dean and Rector of St. Catherine's Representative Church