

**OCA CENTRAL ADMINISTRATIVE OFFICE  
JOB DESCRIPTION**

**TITLE:** Metropolitan's Assistant

**NUMBER:** 06016

**REPORTS TO:** Metropolitan

**NON-EXEMPT  
LEVEL 4**

Supervisory and Job Controls: Employee carries out the assigned daily routine of the Metropolitan's office. Metropolitan in conjunction with the Chancellor provides specific instructions on non-routine Chancery tasks. The Metropolitan provides overall administrative supervision on subdeacon duties but trusts the employee to carry them out with minimal direction. Work is evaluated in terms of results and responsiveness.

Job Summary

Serves the Metropolitan as subdeacon, driver, and general assistant.

Major Duties

1. As subdeacon and personal assistant to the Metropolitan, performs the following representative tasks:
  - Driving and escorting His Beatitude to, and assisting him at worship services and other functions such as formal and informal celebrations and dinners. Arranging transportation in conjunction with the Chancery to and from airports for visitors.
  - Serving the Metropolitan as his personal subdeacon at Divine Liturgies and other services, instructing clergy and altar servers on their roles at these services, and ensuring that everything is in place and prepared for His Beatitude's arrival.
  - Performing personal preparation tasks (e.g., packing) for the Metropolitan's visits and journeys.
  - Coordinating the activities of other subdeacons and servers at major events, e.g., Memorial Day at St. Tikhon's Monastery, All-American Councils, etc.
  - Available for general and specific tasks during meetings including Holy Synod and Metropolitan Council.
  - Opens all correspondences, classifies them and sends to the appropriate Officer/Department/Committee. Ensures that all correspondences are sent to the Metropolitan's personal secretary and are logged.
  - Interfaces with the Metropolitan's personal secretary in maintaining calendar, logistics and other duties critical to the personal well being of the Metropolitan.

Performs Other Duties as Assigned

Job Requirements:

1. Knowledge of Chancery routine and procedures.
2. Ability and license to drive light motor vehicles (sedans, SUVs, light trucks) and basic knowledge of vehicle maintenance.
2. Thorough knowledge of the order of service for Hierarchical Divine Liturgy and good all-around knowledge of most common Orthodox services and ceremonies.
3. Must relocate to area of Metropolitan's residence.
4. Tact in dealing with people of varying background, both lay and clerical.
5. Willingness to work an irregular and demanding schedule including extensive travel.
6. Additional language skills are useful.
7. Must pass background checks.
8. Currently or meets the requirements of being tonsured a subdeacon.
9. College graduate and preferably a seminary graduate.

Personal Relations

Work demands frequent association with various hierarchs, priests, and laity, as well as service representatives: maintenance persons, plumbers, electricians, airline representatives, etc.

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Signature & Date

This job description accurately describes the duties and responsibilities of the position of Chancery/Hierarchal Assistant