



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Parish Chancellor Job Description

The Chancellor of a parish is an attorney who is licensed to practice law in Washington state and is a member in good standing of the bar. Chancellors serve as attorneys to Parishes. Parish Chancellors may be asked to review questions of parish governance, working with trusts and estates, receiving restricted gifts, employment, property transactions, interaction between municipalities and the congregation, questions about charitable contributions and tax law, or other legal questions arising from the work of the Parish. Chancellors may also be asked to respond to questions about and give advice on the application of the Constitution and Canons of the Diocese and the Episcopal Church.

Upon taking the role, Parish Chancellors should review and retain copies of the Articles of Incorporation of the Parish, Bylaws of the Parish, the Constitution and Canons of the Diocese of Olympia, the Constitution and Canons of the Episcopal Church, and Roberts Rules of Order or other parliamentary authority designated by the Parish.

Chancellors may encounter questions that require additional advice. Parish Chancellors who would like the advice of the Diocesan Chancellor can contact the Bishop and/or the Canon to the Ordinary to be connected. Likewise, chancellors may, with the permission of the Rector or Vestry (depending on the congregation) also seek additional advice from attorneys who specialize in specific legal matters. Some examples might be immigration law, contract law, real estate law, land use law, employment law, etc.