

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **CHANCELLOR**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Chancellor fulfills the duties of this position by ensuring the documents of the curia are gathered, arranged and safeguarded in the archives, and by recording the ecclesiastical acts, decrees, and dispensations issued by the Bishop as required by the Code of Canon Law. Supervises the archives for the Diocese of Davenport. The Chancellor works closely with the Bishop and other Chancery staff members on various projects as assigned or requested by the Bishop. The Chancellor serves on various Boards and Committees of the Diocese of Davenport as outlined below.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

Responsible to the Bishop for the successful performance of assigned duties.

#### **B. Lateral**

1. Assists and coordinates with the other diocesan personnel to assure the successful performance of assigned job duties and responsibilities.
2. Assists and coordinates with the clergy and staff in delivery of deanery services.
3. Serve as a ex officio member of the Diocesan Corporate Board of Directors, Diocesan Finance Council, The *Catholic Messenger* Board of Directors, and the St. Vincent Home Board of Directors.
4. Assists with the ministries of the Diocesan Pastoral Council, Deans and Consultors, Diocesan Review Board, and Priest Personnel Board.

#### **C. Staff**

Responsible for the supervision, performance and evaluation of the Archivist.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **A. Specific duties and responsibilities as related to the canonical work of the Chancellor**

1. Prepare the acts and instruments relating to decrees, dispositions and obligations of the Diocese as required.

2. Record in writing what has taken place through compilation, preparation and distribution of reports for Rome, the Official Catholic Directory (the Kenedy), Ordo, Sacramental Records and others as deemed necessary by the Bishop.
3. Act as an ecclesiastical notary for the Diocese in regard to all matters.
4. Supervise the work of the archives.

**B. Other specific duties and responsibilities**

1. Help facilitate the overall mission statements, goals, objectives and strategies for the successful implementation of the overall diocesan mission.
2. Work closely with the Chief of Staff and Vicar General in matters assigned by the Bishop.
3. Work with others to develop and revise policies.
4. Attend meetings of the Diocesan Directors.
5. Attend any other meetings necessary for the work of the Diocese of Davenport.
6. Perform other duties as needed or assigned by the Bishop.

**STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to Chancellor's areas of responsibility.
- B. Effective oral and written communication.
- C. Maintenance of interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Meet or exceed objectives established in the budgetary process.
- F. Flexibility in performing designated duties.
- G. Acceptance of personal inconvenience for attainment of the diocesan goals.
- H. Ability to analyze and interpret information pertinent to the areas of responsibility.
- I. Ability to utilize technology relative to the performance of the areas of responsibility.
- J. Ability to perform designated duties under frequent time pressures.
- K. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.

L. Ability to travel, as needed, in the course of the position.

**EDUCATION, TRAINING AND EXPERIENCE**

A. A practicing Roman Catholic with a sound theology of Church and parish in keeping with the theology and mission statement of the Diocesan Synod.

B. A master's degree in theology or related field.

C. Knowledge of canon law.

D. Management, administrative and leadership experience.