

DIOCESE OF DAVENPORT POSITION DESCRIPTION

DIRECTOR OF VOCATIONS

BASIC FUNCTION

EXEMPT POSITION

The Director of Vocations works as a direct agent of the Bishop, who is the one primarily responsible for the pastoral care of vocations in the diocese. As an agent to the Bishop, the Director of Vocations always operates on the level of external forum in matters related to seminarians. He cannot, therefore, be a confessor to a seminarian. The position includes the following areas of vocational ministry:

ORGANIZATIONAL RELATIONSHIPS

A. Line

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

B. Associations

Assists and coordinates with the following

- Priest Personnel Board
- Diocesan Directors
- Serra Club
- Local and State Knights of Columbus
- Iowa Diocesan Vocation Directors
- Seminarian Admissions Board
- Diocesan Vocations Committee
- Directors of Religious Education
- Catholic Schools
- Diocesan Youth Ministers
- College Campus Ministries (including St. Ambrose University and the Newman Catholic Student Center at the University of Iowa)
- *The Catholic Messenger*

SPECIFIC DUTIES AND RESPONSIBILITIES

A. Administration

1. Responsible for preparing the annual budget for the Offices of Vocations.

SPECIFIC DUTIES AND RESPONSIBILITIES (continued)

B. Vocation Awareness and Promotion

1. Coordinate the efforts of the Diocesan Vocations Committee for vocations promotion throughout the diocese.
2. Communicate to ministers throughout the diocese and encourage the observance of National Vocation Awareness Week, World Day of Prayer for Vocations and any other diocesan vocation events.
3. Facilitate vocations awareness and provide discernment programs within the diocese.
4. Provide regular weekend Mass assistance to parishes throughout the diocese as a means of witnessing to vocation awareness.
5. Provide vocation outreach to schools, religious education programs, youth groups, and college Newman Centers and campus ministry programs within the diocese.
6. Collaborate with the Director of Vocations from the other three dioceses in the Province of Iowa in providing programs for seminarians and those discerning a call to priesthood.

C. Ministry to Those Discerning Priesthood

1. Be easily accessible to and supportive of men who feel they are called to priesthood.
2. Provide programs and individual guidance to those who are discerning a vocation to priesthood.
3. Assure a smooth, but thorough application process through interviews, background checks, psychological testing, etc. Assure that the Bishop has as much information as possible about a candidate before making a recommendation for his acceptance or denial of application to seminary.

D. Ministry to Seminarians

1. Be an advocate for seminarians during their seminary experience.
2. Make visitations to every seminary where diocesan seminarians attend (except overseas seminaries) at least once a year speaking with the seminary rector and formation staff about the progress and aptitude of each seminarian.

SPECIFIC DUTIES AND RESPONSIBILITIES (continued)

3. Assist the Bishop in making pastoral assignments of seminarians during the summer and pastoral years.
4. Receive progress reports of seminarians from their seminary and follow-up when necessary with the seminary, the seminarian, and the Bishop.
5. Maintain all seminarian files and assure that all necessary documentation is complete prior to ordination of seminarians to diaconate and priesthood.
6. Assure proper recording of diaconate and priesthood ordination in Chancery and parish Baptismal records.

E. Ministry to Recently Ordained Priests

1. Advise the Bishop and Priest Personnel Board in the first assignment of the newly ordained priests.
2. Advise the Bishop in assigning a priest as a mentor to the newly ordained priests and provide materials to assist the mentoring process.
3. Further develop the First Five Year Program to assist the recently ordained into full participation in the presbyterate of the diocese.
4. Collaborate with the Directors of Recently Ordained Priests in the Province of Iowa in providing an annual workshop.

F. Ministry to the Diaconate Office

1. Be a resource to the Diocesan Diaconate Director and Director of Deacon Formation in recruitment, evaluating candidates for diaconate, diaconal formation, and for the life and ministry of the deacons of the diocese.
2. Serve as Spiritual Director for the Deacon Formation Program.

G. Ministries to and within the Diocese associated with this position

1. The Director of Vocations is an ex-officio member of the Priest Personnel Board (*PPB By-Laws*).
2. Attend meetings of the Diocesan Directors.
3. Appointed by the Bishop as chaplain to the Serra Club of Davenport.

SPECIFIC DUTIES AND RESPONSIBILITIES (continued)

4. Support the vocation efforts of the Knights of Columbus and attend the annual joint meetings of the State Knights of Columbus Vocation Committee with the Iowa Diocesan Vocation Directors.
5. Responsible for overseeing the Seminarian Admissions Board, making recommendations to the Bishop about membership, calling meetings when necessary, and using the Board as an important consultative body in decisions related to seminarians admissions.

STANDARDS OF PERFORMANCE

- A. Efficient and effective organization in areas of responsibility.
- B. Effective oral and written communication.
- C. 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. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the Diocesan goals.
- G. Meet or exceed objectives established in budgetary process.

MENTAL AND PHYSICAL REQUIREMENTS

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

EDUCATION, TRAINING AND EXPERIENCE

- A. A Roman Catholic Priest in good standing with parish pastoral experience.
- B. Management, administrative and leadership experience.