

DIOCESE OF DAVENPORT POSITION DESCRIPTION

DIRECTOR OF THE DIACONATE

BASIC FUNCTION

EXEMPT POSITION

The Director of the Diaconate is responsible for providing coordination, collaboration and leadership in all matters pertaining to the Permanent Diaconate for the Diocese of Davenport. He should be a priest or deacon appointed by the Bishop. He is the Bishop's representative in directing the post-ordination path of formation and assists the Bishop in the supervision of diocesan deacons.

ORGANIZATIONAL RELATIONSHIPS

A. Line

1. Responsible to the Bishop for the successful performance of assigned duties.
2. Has discretionary authority to make administrative decisions consistent with the approved policies.

B. Lateral

1. Assists and coordinates with other diocesan staff to assure the successful performance of assigned job duties and responsibilities.
2. Assists and coordinates with deans, pastors and deacons to provide deacon support in the diocese.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Administer all aspects of diaconal life in the diocese. This involves assisting in the preparation and execution of ministry appointment letters, assignments of deacons, and other requirements as set forth in canon law. Helps identify the ministry needs of the diocese to ensure proper placement of deacon assignments after ordination.
- B. Provide opportunities for the ongoing spiritual development and continuing formation of all permanent deacons in the diocese.
- C. Coordinate and supervise the first three years of diaconal ministry following ordination.

DIRECTOR OF THE DIACONATE (continued)

- D. Serve as a focal point for pastors, deacons and other pastoral leaders on questions related to the ministry of deacons.
- E. Identify the ministry needs of deacons currently serving in the diocese.
- F. Facilitate the pastoral care for deacons, wives of deacons, their children and widows as needed.
- G. Ensure that all deacons receive timely communication of information relating to diaconal ministry, such as information available from the United States Conference of Catholic Bishops or from the National Association of Deacon Directors.
- H. Collaborate with the Diocesan Deacon Council for achieving Diocesan goals.
- I. Prepare and maintain the budget allocated to the Office of the Diaconate.
- J. Perform other duties as needed or assigned.

METHODS OF ACCOUNTABILITY

- A. Through excellent oral and written communication skills and positive interpersonal relationships.
- B. Through informative, professional, compassionate and accurate assistance when working with the public including all outside agencies, church affiliated officials and all other external contacts.
- C. Through accurate, professional and timely completion of reports, memos, letters and announcements.
- D. Through positive, pro-active and creative problem-solving.
- E. Through remaining informed concerning current areas of responsibility

STANDARDS OF PERFORMANCE

- A. Efficient and effective organization and direction to the Office of the Diaconate's area of responsibility.
- B. Demonstrates excellent oral and written communication.

DIRECTOR OF THE DIACONATE (continued)

- 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. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the diocesan goals.
- G. Meet or exceed development objectives established in budgetary process.

MENTAL AND PHYSICAL REQUIREMENTS

- A. High ability to analyze and interpret information pertinent to the needs of the Office of the Diaconate.
- 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 by automobile, as needed, in the course of the position.

EDUCATION, TRAINING AND EXPERIENCE

- A. Management, administrative and leadership experience
- B. Significant pastoral experience serving as a deacon in a parish.
- C. Significant experience serving in a community setting motivating, facilitating and organizing the Church's ministry of charity and justice.
- D. Completion of the National Association of Diaconate Director's National Directory Institute.