

DIOCESE OF ERIE

Position Profile

(6.2.21)

Title: Vice Chancellor

REPORTS TO: Chancellor

STATUS: ___ Part-Time X Full-Time

FLSA: X Exempt ___ Non-Exempt

Objective:

Assist the Chancellor in overseeing the various work entrusted to the Chancery and to assist diocesan Bishop and vicar general as needed.

Description:

The essential functions of the position include but are not limited to the following:

Can.482 §1 In every curia a chancellor is to be appointed whose principal function, unless particular law establishes otherwise, is to take care that the acts of the curia are gathered, arranged, and safeguarded in the archive of the curia.

§2 If it seems necessary, the chancellor can be given an assistant whose title is to be vice-chancellor.

§3 By reason of being chancellor and vice-chancellor they are notaries and secretaries of the chancery

This is a full-time position working in the office, in general, Monday - Friday 8:00am - 4:30pm. Some flexibility in work hours is possible.

Duties:

Primary duty: To assist the Chancellor as directed in fulfilling the duties proper to the Chancery Office.

Secondary specific duties:

- Lead the multi-year diocesan data and statistics consolidation process along with development of diocesan and parish data software capabilities
- Lead formalized organization of diocesan archives
- Lead implementation of diocesan record retention policy
- Assist with implementation of St. Mark Catholic Center technology use policy
- Direct the organization and updating of diocesan particular law

Occasional duties:

- Assist in preparing letters and other communications for Chancery, Office of the Bishop, and Office of the Vicar General

- Maintain and update Chancery records, ordination records and electronic database management
- Maintain files of letters of good standing for extern clergy visiting the Diocese of Erie
- Assist in organizing funerals for Erie diocesan clergy
- Respond to telephone, electronic, and written requests from clergy and laity, direct questions, or inquiries to the proper person
- Undertake special projects at request of the Chancellor, Bishop, or Vicar General.
- Occasional travel throughout the Diocese of Erie when needed

Qualifications:

Education:

Must be a practicing Roman Catholic in good standing. Must be a person of unimpaired reputation and above all suspicion (Canon 483 §2). Additionally, is to hold a minimum of a bachelor's degree - preferably in one of the theological or ecclesiastical sciences. A licentiate in canon law or one of the sacred sciences is optimal.

Experience:

Must have an understanding and dedication to the mission of Jesus Christ in the Roman Catholic Church. Is to have three to five years' adequate experience of ministry within a diocesan setting in order interact effectively and gain the trust of the Diocesan Bishop, clergy, and parish staff.

- Project management experience
- Personnel management experience
- Basic familiarity with Catholic parish ministry and liturgy

Competencies:

- Excellent organizational ability
- Leadership ability
- Excellent people skills and ability for teamwork
- Ability to work proactively and professionally
- Ability to work independently of constant supervision
- Facility with Microsoft Office software (or willingness to learn) - especially Word, Excel and Power Point
- Ability to maintain strict confidentiality
- Knowledge of theology and teachings of the Church
- Ability to write professional letters and documents clearly and accurately
- Basic physical capacity to work in an office, including significant desk and computer use