

**DIOCESE OF DAVENPORT
POSITION DESCRIPTION**

DIRECTOR OF DEACON FORMATION

BASIC FUNCTION

EXEMPT POSITION

The Director of Deacon Formation *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, “should be either a priest or a deacon, [and] is appointed by the diocesan bishop to be head of the deacon formation program. He reports directly to the bishop and should have regular communication with him. The director is ultimately responsible for both aspirant and candidate formation. However, the number of participants in either path may require the additional appointment of an associate. The director oversees the implementation of the formation program. He conducts regularly scheduled assessments; makes home and parish visitations; supervises the formation team, faculty, and mentors; and maintains contact with the aspirants’ and candidates’ pastors” (§271).

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.

C. Staff

1. Responsible for overseeing and collaborating with the Director of Spiritual Formation, the Coordinator of Pastoral Field Education, and other members of the Formation Team.
2. Directly, or through members of the Formation Team, responsible for overseeing and collaborating with the academic faculty, spiritual directors, mentors, and pastoral field education supervisors.

B. Lateral

1. Assists and coordinates with the other diocesan staff to assure the successful performance off assigned job duties and responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Administer all aspects of formation for permanent deacon candidates in the Diocese of Davenport. This involves coordinating the preparation and execution of a comprehensive deacon training program as outlined in the *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States* or any guidelines which may apply.
- B. Work within and maintain the budget allocated for the formation of deacons.
- C. Assist in integrating the formation program for deacons with other diocesan formation programs.
- D. Help identify the ministry needs of the diocese to ensure the proper placement of deacon assignments after ordination.
- E. Ensure that all deacon aspirants and candidates receive timely communication of information relating to diaconal formation and ministry. This includes maintaining the deacon formation page for the diocesan website.
- F. Perform other duties as needed or assigned.

MENTAL AND PHYSICAL REQUIREMENTS

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

EDUCATION, TRAINING AND EXPERIENCE

- A. Performs a majority of assigned duties in a well-ventilated, well-lighted and temperature controlled office environment.
- B. Significant pastoral experience prior to and subsequent to ordination.
- C. Proven experience in written and verbal communications.