

Organization of the Diocesan Staff Diocese of Davenport

Successors of the Apostles by divine institution, Bishops are constituted as Pastors of the Church when the Holy Spirit is conferred upon them at their Episcopal ordination, and they receive the task of teaching, sanctifying and governing in hierarchical communion with the Successor of Peter and with other members of the Episcopal College. The Diocese is entrusted to the pastoral care of the Bishop, assisted by his presbyterate; he presides over it with sacred power, as a teacher of doctrine, a priest of sacred worship and a minister of governance. The Bishop, in communion with the Head and members of the College, is an authoritative teacher, invested with Christ's own authority, both when he teaches individually and when he teaches in union with other Bishops.

"The diocesan curia consists of those institutions and persons assisting the bishop in the governance of the diocese, especially in guiding pastoral action, in caring for the administration of the Diocese and in exercising judicial power." (*Canon 469*)

Diocesan Officials:

Vicar General - The Vicar General assists the Bishop in the governance of the diocese. He has ordinary power, in accordance with canon law, except those administrative acts the Bishop has reserved to himself or which law requires a special mandate of the Bishop. (*Canon 475 and 479*) The Vicar General implements any directive given by the Bishop, and nurtures positive relationships with the internal and external organizations of the diocese.

Chief of Staff – The Chief of Staff coordinates the internal operations and administrative affairs of the Diocese, implements directives of the Bishop, ensures that the members of the curia properly fulfill the office entrusted to them and nurtures positive relationships with all these staff. When the Bishop is the Moderator of the Curia, the Chief of Staff may assume some of the duties of the Moderator.

Judicial Vicar – The Judicial Vicar ensures access to Church courts and procedures for individuals having a legitimate claim for a decision or judgment in contentious issues, in administrative matters, and in conflict situations related to the exercise of ecclesiastically recognized rights. The judicial vicar oversees the Tribunal and reports to the Bishop.

Chancellor – The Chancellor ensures the documents of the curia are gathered, arranged and safeguarded in the archives, and records the ecclesiastical acts, decrees, and dispensations issued by the Bishop as required by canon law. The Chancellor supervises the archives and works closely with the Bishop and other Chancery staff members on various projects.

Chief Financial Officer – The Chief Financial Officer is responsible for providing, developing and maintaining financial accountability standards and ethics for all diocesan entities in order to evolve respect and trust among parishioners, for directing, managing and supervising the financial operations of the Chancery and in conjunction with the consultation of the Bishop and members of the Corporate Board, for managing the diocesan assets and for consultation and advice to other management in financial operations.

The **Diocesan Directors** promote the mission of the Diocese through their departments:

Director of Communication -- The Director of Communication is responsible for assisting the Chief of Staff and chancery staff with communication and public relations issues. The Director of Communication promotes the Diocese and the Gospel; responds to inquiries from the media through interviews, news releases and conferences; monitors internal and external communication processes and make recommendations for improvement; directs and coordinates internal and external crisis communication; and edits publications in print and other media.

Director of Development – The Director of Development is responsible for cultivating the involvement and gifts of donors to support the ministries of the Diocese of Davenport. The fund raising efforts to secure gifts for the Diocese follows a stewardship-based philosophy.

Director of Faith Formation – The Director is responsible for the leadership and administration of the Office of Faith Formation. The Director works and collaborates with diocesan staff, appropriate committees, boards, and councils in all areas of lifelong Catholic faith, ministry formation, and youth ministry.

Director of Liturgy – The Director of Liturgy assists the Bishop in his role as the high priest and steward of the liturgy for the local Church. The Director of Liturgy serves as a resource and consultant in liturgical matters to other chancery offices, parishes and schools, pastors and other ministers, and to the people of the diocese. The Director of Liturgy prepares for diocesan liturgies.

Superintendent of Schools – The Superintendent of Schools oversees all aspects of governance for the schools of the Diocese of Davenport. The Superintendent serves as a liaison between the Bishop and each Catholic school system and is responsible for the implementation of the goals and objectives of the Bishop and the Diocesan Board of Education. The Superintendent assists schools in accessing federal and state programs of benefit to students and ensures that schools follow all required state and federal regulations.

Director of Social Action & Catholic Charities - The Director of Social Action and Catholic Charities is responsible for initiating, managing, leading and guiding the social ministry of the Diocese, interacting with other social action organizations on a local, regional and national basis, developing a network of social action volunteers and leaders around the Diocese and providing leadership training opportunities for parish leaders.

Director of Stewardship & Parish Planning - The Director of Stewardship and Parish Planning is responsible for initiating, managing, leading and guiding the stewardship ministry of the Diocese; interacting with other stewardship organizations on a local, regional and national basis; developing a network of stewardship volunteers and leaders around the Diocese; providing leadership training opportunities for clergy and parish leaders in stewardship, leadership and parish life; assisting parishes in parish planning efforts; and assisting the Director of Development with development efforts, especially the Annual Diocesan Appeal.

Director of Technology – The Director of Technology is responsible for maintaining the diocesan computer network and electronic equipment. The Director of Technology is responsible for the design, implementation, maintenance and security of the network infrastructure and also provides advice and support to parishes and schools relating to technology.