

DIOCESE OF DAVENPORT POSITION DESCRIPTION

VICAR GENERAL

BASIC FUNCTION

The Vicar General fulfills the canonical duties of this position, ensures the mission of each diocesan office, implements any directive given by the Bishop, and nurtures positive relationships with the internal and external organizations of the diocese.

The Vicar General is appointed by the Bishop and must be a priest.

By virtue of the office, the Vicar General has the executive power over the whole diocese which belongs to the diocesan bishop by law, namely the power to place all administrative acts, except those, however, which the bishop has reserved to himself or which require a special mandate by the bishop by law. (Canon 479 no. 1)

In the event that the Vicar General is unable to function, the Bishop would fulfill those duties until the Vicar General could return to office or until a new Vicar General could be appointed.

EXEMPT POSITION

ORGANIZATIONAL RELATIONSHIPS

A. Line

Responsible to the Bishop for the successful performance of the Vicar General's assigned duties.

B. Lateral

1. Assists and coordinates with the following diocesan personnel in delivery of deanery services:
 - Chief of Staff
 - Chancellor
 - Judicial Vicar
 - Chief Financial Officer
 - Diocesan Review Board
2. Serve as a ex officio member of the Diocesan Corporate Board of Directors, Parish Corporate Boards, Diocesan Finance Council, Catholic Foundation for the Diocese, Diocesan Presbyteral Council, Priest Personnel Board, Diocesan Pastoral Council, the Diocesan Building Commission and the Priestly Life & Ministry Committee.
3. Assists with ministry of Deans and Consultors (unless appointed by the Bishop as a consultor)

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Facilitate the development of overall mission statements, goals, objectives and strategies in connection with the Pastoral Council and Presbyteral Council for the successful implementation of the overall diocesan mission.
- B. Perform the duties of a priest in matters of administering the sacraments and responding to priest personnel crisis and arranging diocesan priest's funerals with assistance from the Chief of Staff and the Executive Secretary for the Offices of the Bishop, Vicar General, Chancellor & Chief of Staff.
- C. Consult with the Bishop, Councils, etc., and implement directives given by or approved by the Bishop.
- D. Supervise the civil legal work of the Diocese and diocesan entities as agent of record and corporate officer with assistance from the Chief of Staff.
- E. Serve as liason with the Bishop and Chief of Staff on sexual misconduct/abuse cases.
- F. Interact positively with organizations of the Diocese on behalf of the Diocese.
- G. Facilitate agendas and meetings for the Diocesan Pastoral Council, Presbyteral Council and Priestly Life & Ministry Committee.
- H. Perform other duties as needed or assigned.

STANDARDS OF PERFORMANCE

- A. Efficient and effective organization and direction to Vicar General's 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 by automobile, 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 over the age of thirty with a J.C.L. or M.A. in Theology or at least truly expert in these disciplines, and recommended by sound doctrine, integrity, prudence, and experience with handling matter; parish pastoral experience desired. (Canon 478 no. 1)
- B. Sound understanding of the mission statement of the Diocesan Synod.
- C. Management, administrative and leadership experience.
- D. Proven experience in written and oral communications.

Ordinary Power of the Vicar General

In addition to the Roman Pontiff, by the title of ordinary are understood in the law diocesan bishops and others who, even if only temporarily, are placed over some particular church or a community equivalent to it according to the norm of can. 368 as well as **those who possess general ordinary executive power** in them, namely, **vicars general** and episcopal vicars.

Summary of canons 475-481

- By virtue of office, the vicar general has the executive power over the whole diocese which belongs to the diocesan bishop, namely, the power to place all administrative acts except those which the bishop has reserved to himself or which require a special mandate of the bishop.
- A vicar general must report to the diocesan bishop concerning the more important affairs which are to be handled, and they are never to act contrary to the intention and mind of the diocesan bishop.
- Executive power does not allow you to create law. It allows you to create policies that implement the law and enforce its practice. Executive power generally follows consultation with the affected persons, whether they be physical or juridic in nature. Diocesan laws in force are found in the Parish Manual.

Some Ordinary Powers

- You may grant a rescript concerning diocesan laws. A rescript grants a privilege, dispensation, or other favor at someone's request.
- You may entrust certain duties to other clerics which they are bound to undertake.
- You are bound to exercise vigilance over associations of the Christian faithful. This includes both public and private associations.
- For validity, acts of the curia which are to have juridic effect must be signed by the ordinary from whom they emanate; they must also be signed by the chancellor of the curia or a notary.
- You may receive the oath of fidelity and profession of faith for those taking office in the Church.
- You may grant permissions and dispensations for marriage.
- It is for the ordinary to exercise careful vigilance over the administration of all the goods which belong to public juridic persons subject to him.
- You may impose penal remedies, penances, and punishments following the proper processes in order to repair scandal, restore justice, or reform the offender.
- Whenever an ordinary has knowledge, which at least seems true, of a delict, he is carefully to inquire personally or through another suitable person about the facts, circumstances, and imputability, unless such an inquiry seems entirely superfluous.
- During an investigation of the existence of a delict, you may impose the restrictions of canon 1722.

Here is an electronic version of the Code of Canon Law:

<http://www.jgray.org/codes/1983CICEng-Mitis.txt>