

**DIOCESE OF DAVENPORT
POSITION DESCRIPTION**

VICAR FOR PRIESTS

BASIC FUNCTION

EXEMPT POSITION

The Vicar for Priests acts on behalf of the Bishop to provide special pastoral services for the priests of the Diocese of Davenport. The Vicar is a member of the presbyterate of the diocese. The Vicar could be either an active priest or retired, based on the physical capabilities of the individual. The priest appointed by the Bishop should represent his presence to his brother priests.

ORGANIZATIONAL RELATIONSHIPS

A. Line

The Vicar is responsible to the Bishop in any policy-forming or decision-making process.

B. Lateral

The Vicar reports directly to the Bishop. In dealing with a priest, privacy and confidentiality must be maintained. If a concern needs to be brought to the attention of the Bishop, the priest's permission must be secured, or the Vicar must remind the individual of the necessity of informing the Bishop. This should be done by encouraging the individual to directly consult with the Bishop himself.

SPECIFIC DUTIES AND RESPONSIBILITIES

A. Presence and availability to the presbyterate should be maintained by the Vicar through attendance at deanery meetings and other gatherings of priests.

B. The Vicar is thus able to share the thinking and experience of his brothers from the various meetings. It also gives the Vicar the opportunity to bring ideas for discussion to each deanery that he might share with the Bishop and/or the Presbyteral Council, Priests' Aid Society and Priests' Personnel Board.

C. The Vicar should be in constant contact with the retired and infirm members of the presbyterate, reporting their condition, soliciting prayers and visits for them whenever possible.

VICAR FOR PRIESTS (continued)

- D. The Vicar also serves as a “gatekeeper” to assist his brothers in securing professional help as their situation may demand. The Vicar’s presence and ability to listen is a basic service to the priests.
- E. The Vicar could perform related duties/special projects as assigned by the Bishop.
- F. As non-voting member of the Personnel Board, the Vicar can contribute pertinent advice to the Board’s deliberations, respecting confidentiality.
- G. The Vicar would be the contact person to assist in placement of candidates for sabbatical leaves.

METHODS OF ACCOUNTABILITY

- A. It is paramount to the credibility of the Vicar for Priests that no office is maintained with the rest of the Chancery Staff.
- B. The Vicar is accountable to the Bishop and needs to inform him of concerns that are sensitive to the welfare of individual priests or the local Church when appropriate.
- C. The Vicar is also accountable to the individual clerics who have sought his advice or help.

STANDARDS OF PERFORMANCE

- A. The Vicar should possess relational skills: good listener, positive and encouraging to communicate effectively.
- B. Administrative skills: be organized for scheduling and coordinating time.
- C. Leadership skills: possess the respect and acceptance of the presbyterate; be able to deal creatively with tension and diversity of age and ecclesial theologies.
- D. Possess a deep spirit of faith and be attuned to the contemporary Church.
- E. Have a universal as well as a local Church vision.

VICAR FOR PRIESTS (continued)

MENTAL AND PHYSICAL REQUIREMENTS

- A. The Vicar for Priests should have the ability to judge and interpret information pertinent to his areas of responsibility.
- B. Be able to perform designated duties under pressure of time and at irregular hours as dictated by the need.
- C. Be able to travel by auto as needed, as one's office may be his residence.

EDUCATION, TRAINING AND EXPERIENCE

- A. The Vicar should have a background in theology, spiritual direction and counseling.
- B. A degree in psychology would be an asset.
- C. A clear understanding of the Mission Statement of the Diocese is presumed.
- D. Experience of years in pastoral ministry and in oral and written communication.

OTHER CONSIDERATIONS

- A. Regular evaluation at least annually.
- B. Salary to be commensurate with the diocesan scale, plus travel expense.
- C. Annual attendance at Vicars for Clergy conferences or workshops for continuing education or formation and updating in this position.