



DIOCESE OF OAKLAND



POSITION:	Chancellor
APPOINTED BY:	Diocesan Bishop
RESPONSIBLE TO:	Diocesan Bishop Moderator of the Curia/ Vicar General

Position Summary

The ministry of the Chancellor, in the spirit of collaboration and accountability, supports the Bishop in his role as teacher and shepherd by working to provide a work situation that enables all employees and volunteers to witness faithfully to Christ and serve their neighbor to the best of their ability in the various ministries they perform.

Key Responsibilities

- Serve as a member of Bishop's Administrative Council (BAC).
- Supervise the work of the following diocesan departments:
 - Department of Communication ó Director
 - Department of Mission Advancement ó Director
 - Department of Faith Formation and Evangelization ó Director
 - Catholic Youth Organization and Boy Scouts (CYO) ó Director
 - Victims Assistance Coordinator and Diocesan Review Board ó Coordinator
 - Diocesan Archivist ó Archivist
- Serve as Bishop's Board representative on the following organizations:
 - Catholic Charities of the East Bay (including Executive and Finance Committees)
 - Lumen Christi Academies (includes two committee assignments)
 - Catholic Telemedia Network

- Serve as a Bishop's staff liaison to the Racial Justice Task Force
- Maintain archives, records, and official seal of the Diocese.
- Prepare statistical and informational reports and publications
 - Annual and mid-term updates for the *Official Catholic Directory* (PJ Kennedy & Sons)
 - Annual update for the *Ordo* (JS Paluch)
 - *Annual General Statistical Questionnaire (Annuario Pontificio)*
 - *Quinquennial Report*
 - Other statistical data as requested from various outside agencies
- Responsible for publishing accurate information for the *Diocesan Directory*
- Oversee all activities related to investigation and healing of clergy sexual abuse allegations:
 - Prepare reports and keep records of sexual abuse investigations conducted
 - Keep records of lawsuits filed and arbitration offers made
 - Maintain clergy sensitive issues files
 - Verify and submit USCCB annual audit reports and triennial on-site audit report
 - Verify and submit annual CARA reporting
- Miscellaneous
 - Review and adjudicate requests by extern priests for ministry in the Diocese of Oakland.
 - Coordinate and verify priest's completion of safe environment training and fingerprinting required for faculties.
 - Assemble official documents necessary for faculties for priests and forward to Canon Law Department.
 - Prepare and distribute priest and permanent deacon assignment letters.
 - Prepare letters of good standing, cruise chaplain letters, and celebretts for priests with assignments in the Diocese of Oakland.
 - Maintain official files on all priests, living and dead, who have served in the Diocese.
 - Maintain ordination records; prepare ordination certificates for incardinated priests/transitional deacons ordained in the Diocese of Oakland.
 - Maintain National Clergy Alert List.
 - Conduct biennial Presbyteral Council elections; prepare appointment letters for members elected.
 - Provide immigration support for international priests sponsored by the Diocese.
 - Review nominations for Diocesan Medal of Merit and coordinate production of medal and citation.
 - Collaborate with Canon Law Dept. to formulate Parish Administration Agreements with Religious Communities; maintain Parish Administration Agreement files.
 - Assist with application process for new listings in the *Official Catholic Directory*.

- Prepare 501(c)(3) packets for entities falling under the Group Ruling.
- Coordinate with police and local government officials concerning problems and needs of parishes requiring their assistance.
- Accept any other duties or projects as assigned by the Bishop.

Required Education and Experience

The position of Chancellor requires the following education and experience:

- Bachelor's degree and professional education, graduate level studies, or graduate degree in education, social work, psychology, law, public administration, business or non-profit administration, human resources, or health care
- A professional background with an excellent track record
- Minimum ten years work experience with progressively more important responsibilities, plus five years executive management and administrative experience, including project development, implementation and management, in any one or more of these areas: education, social work, law, public administration, business or non-profit sector management, health care, or human resources

Required Knowledge, Skills and Abilities:

- Excellent oral and written communication skills, including public speaking, presentations, large and small group facilitation, training, and workshops
- Ability to supervise employees & prepare annual performance evaluations
- Excellent analytical skills and problem-solving capacity
- Ability to stay focused and organized
- Ability to carry out all responsibilities with balance, empathy, sensitivity, and patience
- Project management skills, including energy for developing projects
- Ability to balance sympathy and empathy with realism about human nature
- Skill at using intuition and knowledge of people to discern true facts
- Ability to relate well to organizations, their structures, and their authorities
- Skills in interviewing, records management, and data base use

Personal Characteristics:

- Deep faith, with great care and concern for the Roman Catholic Church
- A practicing Roman Catholic who has the ability to articulate knowledge of the Roman Catholic Church and its teachings and to exhibit awareness and understanding of the mission and values of the Diocese
- Honesty and integrity, ability to maintain and respect confidentiality and privacy
- Courteous and professional manner in dealing with issues of a sensitive nature

Compensation and Benefits

Compensation to be comparable to other Catholic institutions of this size in communities with comparable costs of living, competitive, negotiable based upon experience. Diocesan benefits include medical, dental/vision, diocesan sponsored retirement at 8% of salary, life insurance, short/long term disability and other diocesan benefits.

The Diocese of Oakland can be found at www.oakdiocese.org

APPLICATION PROCESS

Please submit Cover letter, Resume and References by August 16, 2021

Attention: Hiring Committee c/o Department of Human Resources
gespinoza@oakdiocese.org