

# CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

## **CLIENT BACKGROUND:**

The Roman Catholic Diocese of Raleigh (<http://dioceseofraleigh.org/>) comprises the 54 eastern counties of North Carolina, covering approximately 32,000 square miles. The Diocese is organized into 8 deaneries with 93 parishes and missions and 5 centers for campus ministry. The Diocese is served by 113 active Diocesan and religious order priests serving 223,000 Catholics and approximately 250,000 unregistered Hispanics. In addition to the Hispanic population, the Diocese has become home to an increasing population of Catholics from African and Asian countries. The spiritual leader of the Diocese is **Bishop Michael F. Burbidge** ([Bishop Burbidge's Biography](#))

The Senior Director of Lay Leadership is a critical member of a strategically redesigned Secretariat for Lay Formation, Marriage and Family Life. On Thursday, November 11, 2015 he announced the appointment of Mrs. Aimee Viana to head the Secretariat for Lay Formation, Marriage, and Family Life effective January 4, 2016. Offices within this Secretariat include:

- Marriage and Family Life
- Human Life and Dignity
- Hispanic Ministry
- African Ancestry
- Youth Ministry
- Lay Ministry
- Catechesis and Faith Formation
- Native American Ministry

**Title:** Senior Director of Lay Leadership

**Supervisor:** Secretary for Lay Formation, Marriage and Family (Bishop's cabinet)

**Supervision given:** Matrix organization of staff supporting others in the Secretariat leadership.

**Position Statement:** The Senior Director of Lay Leadership will develop, coordinate, and administer an effective and comprehensive approach to the ministry and formation of adults.



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## **Duties:**

- \* Supervise functions related to ministerial needs and pastoral realities associated with adult laity, including but not limited to adult formation, specialized lay ministry, Hispanic ministry, migrant ministry, and prison ministry
- \* Serve as a resource for parish leadership teams working in the Rite of Christian Initiation of Adults (RCIA) process
- \* Assess current programs and approaches, propose strategic direction and take appropriate actions to execute plans
- \* Set goals and provide comprehensive plans with priorities and initiatives for the education and support of adult formation and religious education, including Catechist programs, as well as formation opportunities for various cultural groups
- \* Promote programs that enable parishes to prepare adults to work in specialized ministry
- \* Serve as the liaison for the Lay Ecclesial Ministers' Association (LEMA)
- \* Assist parishes in developing formation and spiritual enrichment opportunities for adults
- \* Manage budgets related to ministry projects
- \* Effectively collaborate with others and supervise projects in order to develop resources, and provide support to parishes ministering to adults
- \* Coordinate special events
- \* Some travel and evening work required

## **Minimum Requirements:**

- \* Bachelor's Degree in Theology/Pastoral Ministry/Religious Education or related field
- \* Five years of ministry experience related to adult formation
- \* Three years of experience managing small teams
- \* Practicing Catholic in good standing
- \* Excellent oral and written communication skills
- \* Proficient with MS Office, including Word, Excel, PowerPoint, Outlook

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## **Preferred Education and Experience:**

- \* Master's Degree in Theology/ Pastoral Ministry/ Religious Education or related field
- \* Eight years of ministry experience related to adult formation
- \* Bilingual (English/Spanish) highly desirable

**Personal Attributes:** Positive, Collegial; Spiritual; Joyful; Nurturing; Strategic; Communicator (all mediums)

**Compensation:** \$65K

**Benefits:** Comprehensive benefits. Details available as part of interview process.

**Background check:** All people hired within the Diocese of Raleigh must submit to a criminal background check including fingerprinting as part of the Diocesan Safe Environment policy.

**Application Deadline:** September 30, 2016

Interested and qualified parties, please email: [Pat@CatholicRecruiter.com](mailto:Pat@CatholicRecruiter.com) with resume.

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