

# CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

**Archdiocese of Detroit  
CHANCERY OFFICE  
12 State Street  
Detroit, Michigan 48226-1823**

## **Client Background**

The diocese of Detroit ([www.aod.org](http://www.aod.org)) was established by Pope Gregory XVI in 1833, more than 100 years after French settlers built their first church here. At the time, the diocese included all of Michigan, Wisconsin, Minnesota and portions of the Dakotas, east of the Mississippi River.

The diocese predates even the state of Michigan, which did not join the union until 1837. At that time, the boundaries of the diocese were changed to fit into Michigan's newly-established borders.

Ste. Anne de Detroit Church was the first church built by settlers in 1701. The church served as the diocese's first cathedral from 1833 to 1848.

In 1937, Detroit was elevated to an archdiocese and His Eminence, Edward Mooney was named as our first archbishop. In the following decades the region's population grew steadily, which required the expansion of many parishes under Mooney.

Today, the Archdiocese of Detroit comprises the six counties of southeast Michigan—Lapeer, Macomb, Monroe, Oakland, St. Clair and Wayne. There are about 1.3 million Catholics in these counties in 224 parishes. There are five Catholic colleges and seminaries.

## **POSITION DESCRIPTION:**

Under the supervision of the Moderator of the Archbishop's Curia, the Human Resource Director supports and promotes the truth which Jesus Christ has entrusted to the Catholic Church as His Good News for the human race, fosters integration of this Good News in every aspect of Archdiocesan Central Services. Administer the personnel policies of the Archdiocese of Detroit Central Service Offices. Provide a broad range of direct personnel services as needed to Archdiocesan Central Service employees. Provide personnel assistance to parishes and other Archdiocesan organizations.

## **ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB**

- Responsible for overseeing the process of filling open positions, i.e. searching and screening applicants and assist Department Heads/Supervisors in employee selections.
- Maintain appropriate employment records of current and former Central Service employees, with due regard for confidentiality and legal requirements for release of information to third parties.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 • Fax (203) 438-9315  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)

"At once they left their nets  
and followed Him."

Matt 4:20



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- Administer employee benefits consistent with Archdiocesan and Michigan Catholic Conference programs, governmental, and third party procedures. Assist employees in enrolling and understanding benefits to which they are entitled.
- Support the Office of Clergy and Consecrated Life with the administration of clergy benefits.
- Ensure that the Office of Human Resources is in compliance with legal requirements, Catholic doctrine, and current with developments in personnel administration.
- Assess needs for policy changes, revisions and/or additions. Draft and submit policies to the Moderator of the Curia for approval.
- Administer the budget for the Office of Human Resources.
- Provide programs and services to improve employee morale, effective communications between supervisor and employees, and education to supervisors for employee evaluations.
- Provide Central Service Directors assistance with organizational development.
- Ensure that personnel policies, procedures, and documents regarding teacher personnel are in compliance with state and federal guidelines.
- Ensure that the Archdiocese of Detroit is in compliance with the Dallas Charter for Safe Environments in conjunction with the Priest Delegate for Safe Environments.
- Coordinate High School and College student internship programs at Central Services.
- Resource to pastors on personnel policies, procedures, and documents to ensure parishes are compliant with state, federal and MCC guidelines by providing consultation, workshops and written materials on personnel issues.
- Plan, implement and execute wage/salary, employee benefits and other surveys as required for personnel administration purposes.
- Provide assistance to parishes and other Archdiocesan organizations in the area of staffing, personnel policies, procedures and guidelines.
- Perform other related duties as assigned.

## QUALIFICATIONS

### Education:

- Bachelors Degree in Human Resources, business or a related field.
- Masters in Business or Human Resources Management or a related field preferred.
- J.D. a plus.
- SPHR designation will receive consideration, but is not required.

### Experience:

- 5-10 years of progressively more responsible positions in human resources, preferably in a church-related function or nonprofit institution.
- Experience supervising and managing a professional staff. Four direct reports include: Safe Environment; Benefits and School Personnel; Administrative Assistant and Intern.



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## Required Skills, Knowledge and Characteristics:

- Background in wage/salary administration, benefit administration, selection and placement procedures, job analysis and employment relations.
- Strong interpersonal and written communications skills. Mediation skills desirable.
- Demonstrates a high degree of confidentiality and unusual common sense.
- Expert in employment law and employee relations and communication.
- Demonstrated ability to see the big picture and provide useful and strategic advice and input across the company and on the senior executive team.
- Ability to lead in an environment of constant change.
- Familiarity and skill with the tools of the trade in Human Resources including HRIS, Microsoft Office suite of products, file management, and benefit administration.
- Be committed to promoting a strong Catholic identity and to developing creative ways to energize the mission of Archdiocesan Central Service co-workers through collaborative ministry.
- A Catholic who supports, lives, and communicates the teachings of the Catholic Church; ability to provide own transportation and verification of auto insurance; availability to work evenings and weekends as needed.
- Can demonstrate successful experience as a leader.

## BENEFITS:

This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

**COMPENSATION:** \$80-95 K

**EXPECTED TRAVEL:** minimal overnight travel

**\*\*Deadline for Application: August 15, 2016**

**For consideration please email: Patrick Lynch, [Pat@CatholicRecruiter.com](mailto:Pat@CatholicRecruiter.com) with resume.**

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