



CATHOLIC DIOCESE  
of FORT WORTH



# EXECUTIVE ASSISTANT TO THE BISHOP

March 5, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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The Diocese of Fort Worth, Texas (<https://fwdioc.org/>) includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just Northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 914,556 Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

Bishop Michael Olson, S.T.D., M.A. (<https://fwdioc.org/bishop-michael-olson>) has been spiritual leader of this Diocese since his ordination on January 29<sup>th</sup>, 2014. Originally, from Illinois, Bishop Olson began attending seminary in the Fort Worth Diocese in 1988. He served as a pastor and other ministerial roles throughout the Diocese and is a speaker and lecturer on the international stage on issues of the Catholic Faith.

## GENERAL POSITION SUMMARY

**The Executive Assistant to the Bishop of Fort Worth is responsible for providing secretarial, administrative, travel, event planning, and other related office services to the Chancery, serving the Bishop of the Diocese of Fort Worth in his Pastoral and administrative responsibilities.**

# Principal Accountabilities

- Manages the Bishop's Calendar
- Prepares reports, memos, letters, and other documents using MS Office as needed. This includes documenting and distributing meeting minutes, filing and retrieving Diocese documents, records, and reports, while maintaining strict confidentiality.
- Answers phone calls and directs callers to the appropriate parties or takes detailed messages. Also, reads and analyzes incoming memos, submissions, requests, and reports to determine significance and follows-up accordingly.
- Plans Priests Personnel Board meetings for review and changes to the Presbyterate – newly ordained, new arrivals, retirees due to age or illness, and any transfers of assignment.
- Prepares certificates of ordination, faculty letters, decrees, and assignment letters, officially announcing the changes, and updates MASTER LIST(s) clergy file.
- Responsible for handling administrative functions for the Presbyteral Assemblies, Chrism Mass, Priests Retreats, temporary placements of Priests or Deacons to Parishes, and serves as staff liaison of Priests' gatherings.
- Reviews and approves or rejects all Letters of Good Standing for visiting religious to the Diocese and/or for Diocese of Fort Worth Priests visiting other Dioceses.
- Manages bi-nation and Mass stipend funds, provides acknowledgement, and selects entities on a local, national, and international level for distribution of funds.
- Responsible for annual updates to clergy, staff, parishes, schools, Diocesan organizations, and statistical data for the Official Catholic Directory (OCD).
- Identifies, defines, and processes data, ensuring quality and accuracy, for the Annual Report to Rome as well as compiling records of statistical reports, OCD, Mass counts, etc.
- Coordinates events throughout the year including speaker selection, negotiating and confirming venue, accommodations, and catering contracts, registration fees, and event materials. Provides on-site coordination during the event and post event billing, budget review and evaluation.
- Coordinates Seminarian and Priest on-boarding.
- Responds to requests for Papal Blessings and Papal Audiences.
- Responsible for all other projects, tasks, etc., as assigned.

# Applicant Qualifications

## Education and Experience Preferred:

- 2 to 3 years of college required. Bachelor's degree preferred.
- 3 to 5 years of experience as an Executive Assistant to a high level executive within an organization. Experience within a Catholic Church environment is preferred.
- A strong knowledge of the Catholic faith, certification in a religious studies program or willingness to obtain such a certification is preferred.

## Knowledge and Skills Preferred:

- Microsoft Office / Intermediate to advanced capabilities with a heavy emphasis in Excel, PowerPoint and Word.
- Demonstrated professional written and verbal communication skills.
- Demonstrated analytical, customer service skills and the ability to multi-task.
- An active member in good standing of a Roman Catholic Church and knowledge of the Catholic Church's organization and functions is required.
- Bilingual (English/Spanish) preferred.

# Other

- Travel** ○ Infrequent travel may be required to Diocesan Parishes and/or schools, along with occasional trips to vendor locations for meetings.
- Compensation & Benefits** ○ Highly competitive and benefits will be discussed with candidates of interest.
- Deadline for Application** ○ May 1, 2018

For consideration, please email resume and references to:

Pamela Beech, VP  
Catholic Recruiter Associates  
[PBeech@CatholicRecruiter.com](mailto:PBeech@CatholicRecruiter.com)

Search managed by:

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