



DIOCESAN SECRETARY FOR PARISH LIFE

May 26, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Scranton (<https://www.dioceseofscranton.org/>) was founded in 1868, and encompasses the counties of Bradford, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming. The 118 parishes of the Diocese enjoy the membership of over 249,000 parishioners, and over 14,500 children from pre-school through high school, attend our 20 schools.

Bishop Joseph Bambera ([Bio](#)) serves as the tenth Bishop of Scranton. He was appointed by Pope Benedict XVI, ordained, and installed as bishop in 2010.

Position: Diocesan Secretary for Parish Life

Reports to: Vicar General and Moderator of the Curia

Direct Reports: Directors, Coordinators and Support Staff with the Office for Parish Life

Location: The Catholic Center
300 Wyoming Avenue
Scranton, PA 18503-1279

QUALIFICATIONS

- An ability to represent the diocesan Bishop;
- A Masters in Theology or related field;
- A minimum of 5 years of experience in pastoral ministry and demonstrated commitment to the Catholic Church's mission, vision and values;
- Capacity to create and nurture a team approach to ministry, rooted in servant leadership;
- Excellent interpersonal and public communication skills, with particular skill for group process facilitation and project management;
- Leadership and supervisory experience in a diocese or other complex organizational environment, relating to a wide variety of people of different ages, backgrounds and cultures;

RESPONSIBILITIES

1. Oversees the ongoing implementation of the pastoral letter ***Wounded and Loved, Regathering the Scattered*** and other initiatives from the Bishop as they apply to parishes;
2. Engages the OPL team in the implementation of the Vision 2020 Deanery Pastoral Planning in response to and in partnership with specific parish, cluster or deanery projects and in alignment with existing parish pastoral plans and goal.
3. Serves on the Diocesan Curia and actively collaborates with each Diocesan Secretary in areas of interfacing responsibility;
4. Interacts regularly with the Regional Episcopal Vicars, deans, pastors, priests, PLCs and deacons regarding diocesan initiatives and services related to parish vitality;
5. Oversees the ministry and budget of the Office for Parish Life team, establishing a work plan which includes clear goals and objectives for each member, and for the team collectively;
6. Maintains active network of various parish personnel and volunteers to ensure ongoing communication, effective partnership, and resource delivery;
7. Forms Regional Service Teams designed to assist deaneries and parishes in each of the pastoral regions, especially in regard to activating their respective blueprint guidance;
8. Serves on diocesan boards, commissions, and advisory committees; represents the Diocese on the local, state and national levels and maintains membership in various organizations related to the responsibilities of the Office for Parish Life;

OFFICE FOR PARISH LIFE CHARTER

“...enabling Christ’s ministry of regathering the wounded and scattered to unfold in our midst...”

Central Focus:
The Evangelizing Community: } Well-Formed Parishioners/Parish Leaders
Strong Parish/Diocesan Structures

GOALS:

1. To insure that our Parish Pastoral Councils are grounded in faith and worship; they are formed and trained for their responsibilities; they are assisted in developing a pastoral plan which expresses their purpose, goals and priorities; and their work is enhanced with the support and encouragement of their pastor.
2. To align all of our resources, activities and energies with three evangelization tools: to live our faith fully, to share it freely with others, and to transform the world in Christ.
3. To foster the spirit of co-responsibility – with the support of appropriate structures which both insure participation in decision making and facilitate involvement in the ministry areas of community, word, worship and service.
4. To call for the baptized to assume positions of leadership and service provided for them by the Church herself – encouraging the fullest possible collaboration of clergy, religious and laity, men and women in the common mission of the Church, providing both sacramental and administrative servant-leadership. *Bishop Bambera’s Pastoral Letter p. 13*

VISION 2020 AND THE BLUEPRINT DEANERY PLANNING PROJECT

Vision 2020 is a long-range process planning process aiming to look proactively at the realities of our local Church in the present moment, while striving to meet the opportunities and challenges of the coming decade. On December 8, 2019, Bishop Bambera introduced the Vision 2020 Blueprint Process to every parish in the Diocese through a video homily. Since that time, pastors have met in their individual deaneries and parishes to discuss and evaluate how to best consolidate and utilize resources in order to focus on mission more than simply maintenance. Many factors will prompt change across the Diocese of Scranton in coming years. These factors include rapidly shifting population demographics, reduced number of parishioners active in their faith, parish financial challenges, parish infrastructure needs as well as a diminishing number of ordained priests to serve existing parishes.

PARISH STRUCTURES	EVANGELIZATION AND OUTREACH	MINISTRY ENGAGEMENT
4 Deaneries	4 Deaneries	4 Deaneries

Each of the twelve deaneries has drafted a blueprint with recommendations and broad timeline for the responses needed to each of these change factors – the response will not be a “one-size-fits-all” and the implementation will be done gradually, as needed. The chart shown above indicates three categories and the potential alignment of each deanery with their most immediate focus. Ultimately all deaneries will give attention to all three of these necessary growth areas in order to ensure sustainable and mission-effective parishes into the future.

COMPENSATION & BENEFITS

Salary: Commensurate with background, education and experience.

Application Deadline: **July 31, 2021** (Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Only those selected for an interview with the search committee will be contacted

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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