



Secretary of Evangelization & Catechesis and Director of the Office of Lay Formation

July 15, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

<http://www.dioceseofjoliet.org>

The Diocese of Joliet was founded December 11, 1948, and since 2011 has been led by Bishop R. Daniel Conlon ([Bishop Conlon Bio](#)). The diocese is comprised of 118 parishes, serving nearly 617,000 Catholics in seven counties over 4,200 square miles. The bishop is assisted by 115 diocesan priests, 53 priests from religious orders, 232 deacons, 375 women religious, 47 religious brothers and 43 seminarians.

TITLE: Secretary of Evangelization & Catechesis and Director of the Office of Lay Formation

REPORTS TO: Bishop of the Diocese of Joliet

JOB SUMMARY

Supervises and oversees the Secretariat of Evangelization and Catechesis which includes the Office of Lay Formation, the Catholic Schools Office and the Religious Education Office. The position collaborates with diocesan agencies in providing formation for lay leaders and/or fostering missionary discipleship; it also collaborates with various lay apostolates and curial agencies involved in evangelization.

RESPONSIBILITIES

Responsibilities as Secretary of Evangelization and Catechesis

- Serves as a member of the Bishop's Curia Council
- Supervises both the Director of Religious Education and the Superintendent of Catholic Schools
- Oversees the budgets for the Secretariat of Evangelization and Catechesis
- Engages in creative thinking, on an ongoing basis, regarding best practices for evangelizing and building discipleship, and communicates this thinking to others in the diocese
- Facilitates collaboration in the areas of evangelization and catechesis within the Secretariat of Evangelization & Catechesis and with the agencies of the Secretariat of Pastoral Concerns
- Keeps abreast of theological developments in areas associated with evangelization and catechesis through review of relevant publications, as well as attendance at national conferences
- Curates and disseminates a monthly newsletter for parish leaders

Responsibilities as Director of Lay Formation

- Provides leadership in these areas:
 - Professional and volunteer lay ministry development
 - Personal Christian formation
 - General missionary discipleship among the faithful
- Identifies, encourages and facilitates the formation of potential new lay leaders, both professional and volunteer
- Works with the diocesan Bishop, agency directors, pastors, deacons and lay parish leaders to promote the holistic formation of lay leaders—addressing their human, spiritual, intellectual, and pastoral needs
- Develops formation opportunities in response to important developments from the Holy See and/or the USCCB
- Supports efforts organized by the various curial agencies to provide for the ongoing formation of both professional and volunteer lay personnel; provides this service directly when no curial office is able to do so
- Serves as the liaison for the Newman Institute's collaborative efforts with local Catholic universities (e.g., CTU's Romero Scholars Program), local and national lay apostolates and neighboring dioceses (e.g., the Archdiocese's Lay Leadership Program)
- Facilitates ongoing formation both for agency directors through periodic "featured topics" and for the entire curia through monthly "conversations for mission"

RESPONSIBILITIES (cont.)

- Serves as diocesan leader for the partnership with the University of Notre Dame's Echo Program
- Supervises the work of the office's administrative assistant
- Keeps abreast of current trends and best practices in lay formation and lay ministry
- Designs and oversees the budget to support the work of the office
- Assumes additional duties as assigned

QUALIFICATIONS

- A Master's degree (Doctorate preferred) in theology, education, pastoral ministry or related field expected, with a minimum of seven (7) years of experience in directing and managing pastoral ministry required.
- A mission-driven understanding of Catholic education and the Church's vision for lifelong faith formation as well as knowledge of parish and diocesan life required.
- A commitment to the Church's vision of missionary discipleship.
- Must be a practicing Roman Catholic in good standing with the Church.
- Excellent written and verbal communication and presentation skills are required along with good computer skills.
- Bilingual in Spanish and English is a plus.

OTHER

- Travel** ○ Approximately 10-15%. Occasional overnight
- Compensation and Benefits** ○ Attractive compensation and benefit package.
- Deadline for Application** ○ August 30, 2018

For consideration, please email resume to:

Dr. Arlene McSweeney, Ed.D.,
Catholic Recruiter Associates
Arlene@CatholicRecruiter.com

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