



DIOCESE OF GARY



# DIRECTOR OF HUMAN RESOURCES

May 7, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Roman Catholic Diocese of Gary (<https://www.dcgary.org/>) was founded on December 17, 1956, by Pope Pius XII, and is one of four suffragan dioceses of the Roman Catholic Archdiocese of Indianapolis. Its ecclesiastic territory includes Lake, Porter, LaPorte, and Starke counties in northwestern Indiana. The mother church of the diocese is the Cathedral of the Holy Angels in Gary, Indiana. The diocese is led by The Most Reverend Robert J. McClory who was ordained as the fifth Bishop of the Diocese of Gary earlier this year and leads 186,000 Catholics in the densely population of northern Indiana.

**Job Title:** Director, Human Resources  
**Reports To:** Bishop of Gary  
**Supervises:** Benefits Coordinator, Human Resources Assistant  
**Location:** Gary, Indiana

# OVERALL RESPONSIBILITY

## POSITION SUMMARY OF DUTIES

The primary function of the Director of Human Resources is to provide consultation and advice to diocesan and parish leaders regarding employment policies and practices, employment contracts, development of employee programs, recruiting, hiring, retention, performance management, conflict resolution, and equal employment/diversity issues.

The position provides leadership across the Diocese for all human resource needs and assists administrators and departments in managing the personnel of the Diocese, based on Catholic values and principles, legislative requirements, and consistent application of policies and practices.

The Director of Human Resources provides development, oversight, support and direct services in the area of Human Resources for the pastoral center offices, parishes, schools and other diocesan institutions.

- Must have knowledge of federal and state labor laws and regulations.
- Must be a participating member of the Catholic community.
- Work experience in diocesan, parish or other religious organizational setting preferred.
- Excellent written, verbal and interpersonal communication skills.
- Ability to influence and negotiate.
- Ability to foster trust and respect among diocesan personnel and their constituents.
- Collaborative work style, initiative; flexibility.
- Strong sense of confidentiality.

## DUTIES & RESPONSIBILITIES

- Develops, implements, and updates consistent Human Resource policies and practices for use across the Diocese.
- Develops and maintains human resources programs and materials (such as employee handbooks, application forms, job descriptions, compensation program materials, performance appraisal forms, etc.) for use throughout the Diocese to facilitate attainment of diocesan goals, meet legal requirements, and foster a positive work environment.
- Provides training and technical assistance to diocesan supervisors for conducting all human resource activities, including hiring, training, employee relations, performance management, disciplinary procedures and other methods to coach and instruct staff of their responsibilities and diocesan expectations.
- Maintains awareness of, analyzes, and ensures timely and consistent application in all areas of employment / human resources legislation as well as act as central

# DUTIES & RESPONSIBILITIES (cont.)

coordinating resource for directors to ensure necessary legal reviews are done with diocesan legal counsel in matters of employment and human resources.

- Maintains personnel records and files for diocesan administrative offices including employee salary, medical and benefit files.
- Supervises and directs benefits staff on daily basis. This includes participation in quarterly benefit review meetings and recommendations for recommended benefit changes.
- Organizes workshops and training for Parish Business Managers, new Pastors, Safe Environment Coordinators and others as deemed appropriate.
- Directs the Employee Engagement Committee with the organization of administrative offices social functions such as the annual Christmas party. Coordinates quarterly staff meetings for Pastoral Center Staff.
- Recommends just and equitable compensation and benefit programs appropriate to the mission of the Diocese of Gary and Diocesan funding capabilities.
- Handles other duties as assigned.

Coordination of Safe Environment Program, in collaboration with the Superintendent of Schools and Director of Religious Education

- Assess adequacy of current safe environment and sexual misconduct training programs.
- Research available training programs and make recommendations for changes and additions to current and future diocesan program.
- Establish procedures for assuring that training occurs for all diocesan employees.
- Monitor screening procedures for employees and volunteers, including criminal background checking program for employees and volunteers to ensure compliance.
- Facilitate annual Child Abuse Awareness Month Project every April inclusive of internet resources, mailings to parishes and participation in community events.

Manage the annual Audit through the USCCB Auditors, both on-sight and paper.

- Assist in the review and redraft of policies related to sexual misconduct

## EDUCATION

Master's degree in human resources administration, non-profit administration, organizational development or a related field preferred or PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) certification as an indicator of functional knowledge preferred.

# DUTIES & RESPONSIBILITIES (cont.)

## COMPETENCIES AND QUALIFICATIONS

- Must be a fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043).
- Refrain from the promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Diocese of Gary, or considered to be in contradiction with Catholic doctrine or morals.
- Supports, upholds, and maintains the Mission of the Diocese of Gary and its parishes and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments.
- Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the Church, and holds others accountable to the same standard.
- As a leader within the Church, projects a professional and caring demeanor in interactions with all.
- Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
- Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
- Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Ensures appropriate and timely resolutions to situations.
- Exhibits resourcefulness and initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
- Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.
- Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

# Other

- Salary** ○ Commensurate with background, education and experience.
- Application Deadline** ○ June 15, 2020  
*(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](mailto:Brent@CatholicRecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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