

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE NW
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Executive Director, Pastoral Ministries Division

DEPARTMENT: Pastoral Ministries

DUTIES & RESPONSIBILITIES:

The Executive Director of the Pastoral Ministries Division, as a member of the Archbishop's Executive Cabinet has the responsibility to lead and manage the Pastoral Ministries Offices of the Archdiocese of Santa Fe following the directives of the Archbishop, and to provide effective coordination and support of the various ministry offices within the Catholic Center. The Executive Director ensures that the vision and mission of the Archdiocese of Santa Fe guide and inform the work of the Division, identifies and presents goals and objectives of the Pastoral Ministries Division in accord with the Archdiocesan Pastoral Plan, and facilitates the effective use of human and material resources of the Division to provide ministry support for the parishes and Catholic schools of the Archdiocese.

QUALIFICATIONS:

- Master's degree in theology, pastoral ministry, or a related field
- Active Catholic in good standing, with solid grounding in the teachings and practices of the Catholic Church, and respect for a variety of ecclesiologies.
- Five years successful administrative, leadership and supervisory experience in a parish, diocese, or other comparable organization
- Knowledge of the roles, responsibilities, and functions of ecclesial structures.
- Thoroughly acquainted with and committed to the ministerial outlook of the Second Vatican Council
- A working knowledge of and respect for the various aspects of ministry, spirituality, and cultural diversity as evidenced in the Archdiocese
- Evidence of continuing formation/education and professional development
- Ability to coordinate, schedule, direct, and provide effective leadership to ministry offices/personnel and identify and affirm gifts and talents in others
- Highly developed verbal and written communication and interpersonal skills, including collaboration, transition management, conflict resolution and mediation, supervision
- High degree of flexibility and ability to respond to multiple demands in a professional manner.
- Proficiency with information technology, including Microsoft Office applications
- Multi-lingual or bi-lingual abilities are desirable
- Pre-employment drug screen

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and Catholic Center.
2. Implement the Archbishop's directives affecting Pastoral Ministries and related services and keep the Archbishop informed of the activities of the Division on a regular basis.
3. Direct the preparation and communication of information on the work of the offices of the Division for the Archbishop, Deans, Presbyteral Council, and other related groups.
4. Communicate the mission of the Archdiocese and the vision of the Archdiocesan Pastoral Plan (2006) to the Division, and oversee the implementation and reporting of the goals and objectives assigned to the offices of the Division.
5. Coordinate and organize the activities of the Pastoral Ministries Division through monthly meetings and regular contact with all the offices of the Division.
6. Update and develop administrative policies and procedures for the Pastoral Ministries Division offices, and ensure that personnel of the Division adhere to Catholic Center policies and procedures.

7. Develop and implement an annual office budget and monthly review expenditures of the PMD offices and all the departments of the Pastoral Ministries Division to ensure effective use of budgeted funds.
8. Assist office directors in developing their annual budgets, represent those offices on the Archdiocesan Budget Committee, and oversee compliance with budget procedures in all offices of the Division.
9. Work with the office directors to develop and implement a Division pastoral plan, including goals and objectives, to guide the work of the Division.
10. Provide for professional development opportunities as appropriate to the Division and the needs of the office directors and staff.
11. Promote communication and collaboration among the offices of the Division, and direct collaboration on shared projects within the Division.
12. Provide leadership, consultation, and direction to the office directors and other personnel of the Division.
13. Provide for regular meetings with individual office directors and conduct the annual employee work appraisal of all office directors in the Division.
14. Facilitate the coordination of Archdiocesan-wide events which involve the offices of the Division.
15. Assist office directors in understanding and responding effectively to the ministry needs of parishes and Catholic Schools, particularly those in rural or remote areas.
16. Serve as a member of the Archbishop's Executive Cabinet and participate in the meetings and activities of the Cabinet.
17. Serve as liaison Between the Archdiocese and various Catholic social agencies as well as spiritual and educational movements.
18. Oversee development and updating of the Pastoral Ministries Division calendar of events on the Archdiocesan website, in collaboration with all offices of the Division.
19. Facilitate the implementation of the ongoing plan for effectively communicating to the public the mission and activities of the offices of the Division.
20. Represent the Archbishop on consultative bodies directly affecting the programs of the Division.
21. Serve as an ex-officio member of various Pastoral Ministries boards and/or committees.
22. Promote the Division's ongoing support and collaboration with the Annual Catholic Appeal as the major source of revenue for PMD office budgets.
23. Together with the Office of Development, assist the office directors to research possible grants and prepare grant proposals in support of the Division ministries and appropriate services and programs of the Division.
24. Monitor local, regional, national and global ministry trends and issues, developments and documents emerging from the Vatican, USCCB and the New Mexico Catholic Conference, and provide for discussion of the impact on these within the Division and the Archdiocese.
25. Maintain membership on appropriate national, regional and local organizations.
26. May be called upon, at the discretion of the Chancellor or the Archbishop, to perform comparable duties of a similar or related nature or to assist in other areas when Catholic Center needs require.

PAY STEP: 12 (Negotiated) with excellent benefits package

CONTACT: HR Director by email at csalcido@archdiosf.org

POSTING DATE: January 23, 2012

CLOSING DATE: Open until filled.