

**Diocese of Tucson**  
Job Description

**Job Title:** Chancellor

**Exemption Status:** Exempt

**Department/Location:** Diocese of Tucson Pastoral Center

**Primary Function:** Under the direction of the Bishop as established by universal canon law (c.482.1) and the administrative direction of the Moderator of the Curia as delegated by the Bishop, is responsible for gathering, arranging, and safeguarding the deeds, proceedings, and records of the diocese and the verification of the signature of the Bishop. The Chancellor is also the diocesan notary and is in charge of the diocesan seal. It is the responsibility of the Chancellor to oversee the archives and to direct the archivist in the safeguarding of all documents for the diocese, parishes, schools, and administrative offices in accordance with the retention schedule defined by canon law.

**Essential Duties and Responsibilities:**

- Perform in support of the diocese's spiritual and pastoral mission.
- Perform as both a spiritual and administrative leader for the Diocese of Tucson.
- Develop, coordinate, facilitate, manage, organize, implement, and perform, with effectiveness, timeliness, accuracy, and attention to detail, the administration of the Office of the Chancellor within the framework of Catholic Doctrine and Catholic Principles of morality.
- Manage the Office of the Chancellor in accordance with applicable employment related laws and diocesan personnel policies practices and procedures.
- Assist the Bishop on canonical matters; prepare correspondence for his signature.
- Advise the Bishop on placement and assignment of priests, deacons, religious and others; prepare and insure that appointment faculty letters are sent and that all appropriate offices are notified of the changes.
- Prepare and manage the budget for the Office of the Chancellor.
- Oversee all Diocese of Tucson records including personnel records of Priests and Religious.
- Coordinate yearly pastoral reports from parishes; compile information for publication of the diocesan directory; compile information for the National Catholic Directory; prepare annual reports to the USCCB/NCCCB in Washington and to Rome. Develop the Diocesan Quinquennial Report to Rome.
- Maintain an ongoing relationship with and monitor the health and welfare and well-being of priests, religious, deacons and others in the diocese; interact with families as required; ensure priests' pensions are properly administered.
- Manage and evaluate the performance of employees under your responsibility
- Work with the Diocese of Tucson Office of Child, Adolescent and Adult Protection and provide support as necessary.
- Represent the Bishop when asked, at Church-related and civic functions.
- Work with all other diocesan departments in a positive and collaborative manner; attend all department and staff meetings.
- Serve on the various councils and boards as requested by the Bishop

- Serve as Mission Director for the diocese; oversee the annual Propagation of the Faith collection.
- Maintain confidentiality on all diocesan matters including sensitive personnel and diocesan business information
- Perform other duties as assigned by the Bishop of the Diocese of Tucson

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

**Required Activities:** Walking, sitting standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of fostering lay leadership in the Catholic Church; must also be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be able to travel, and be available for evening and weekend work as necessary; have reliable transportation
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing and the use of excel and related technology; ability to maintain confidentiality
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience:**

- A licentiate or doctorate in canon law and a Master's degree in Theology is preferred
- Must possess expertise in business or public administration and must have a minimum of five years of management experience in a Church environment
- Ten years of previous experience in a Catholic Church environment as a Pastor or other leadership positions is preferred

**Other Skills and Abilities:**

- Proficiency in Spanish is preferred

**To Apply:**

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) application for employment and submit the application with a cover letter to: Richard Serrano, Human Resources Director, Diocese of Tucson, P.O. Box 31, Tucson, AZ 85702.