



Job Title: Vice Chancellor

Location: Catholic Center

Reports To: Chancellor & COO

FLSA Status: Exempt, Salaried

Last Revised: February 2024

Summary:

- The Chancery is the diocesan office where the administration of a diocese is carried on and where records, documents, and proceedings are kept. The chancellor is an official appointed to the Chancery by the bishop. After the Council of Trent, the diocesan chancellor was recognized as the bishop's principal notary and to this responsibility was soon joined that of custodian of the diocesan archives. Canon Law of the Roman Catholic Church designates the vice-chancellor as the diocesan archivist and a notary for curial acts. Other duties include, but are not limited to, serving as diocesan Safe Environment Coordinator; serving as parish database management coordinator; managing contracts, legal documents, and property records, as well as managing a variety of required diocesan meetings as well as overseeing certain diocesan policies and procedures and other duties as assigned.

Duties and Responsibilities:

- Serve as the Director of Administrative Services for the diocese, as assistant to the Chancellor of the Diocese of Evansville.
- Management of Diocesan information and archives, project management, and participation in the team providing council to the Bishop.
- Serve as the archivist of the diocese and manager of diocesan records.
- Maintain policies and procedures for record retention and administration of current and archival records.
- Answer inquiries and provide information with a high service level orientation.
- Receive, record, and transmit written and oral communications necessary for the regular conduct of business of the Diocese while maintaining the confidentiality of privileged communications.
- Coordinate meetings and ensure proper recording for meetings of the Deans, the Presbyterate, Diocesan Pastoral Council, Review Board, and the Council of Priests.
- Manage special administrative programs as assigned by the Chancellor, providing support and resources to diocesan and parish staff. Examples include the diocesan email system, Parish database system and Safe Environment program.
- Manage and maintain Diocesan Building and Renovation and leasing policies.
- Responsible for contracts and management of diocesan-owned property, including leases for farmland, cellular towers, and natural resources.
- Conduct various annual data gathering and reporting including the annual CARA survey of allegations and costs, completion of the annual audit to maintain compliance with Charter for the Protections of Children and Young People, diocesan statistical information for the Official Catholic Directory, Diocesan Yearbook, and Roman Curia Report.



- Ensure compliance with Safe Environment protocols including background checks and training for employees and volunteers in parishes and schools
- Serve as staff to the Diocesan Review Board.
- Maintain Victim Assistance Coordinator (VAC) Hotline and coordination with the Diocesan VAC.
- Serve as an ecclesiastical notary (Canon 482 subparagraph 3).
- Develop various guidelines and forms to assist parishes with administrative duties.
- Distribute Mass stipends as needed.
- Serve as Bishop's staff for the Diocesan Building Commission.
- Maintain schedule for special collections.
- Assist in the management and maintenance of diocesan policies and procedures.
- Perform other duties occasioned by new circumstances, procedures and techniques logically associated with this position.

Qualifications and Requirements:

- Practicing Catholic in good standing.
- Bachelor's Degree (archival studies, information management, records management, or business administration a plus)
- Excellent organizational and planning skills.
- Strong oral and written communication skills and ability to effectively express ideas and opinions in order to achieve positive outcomes.
- Ability to effectively and successfully manage and prioritize multiple projects and adjust to shifting priorities.
- Possesses strong negotiation and effective problem-solving skills.
- Demonstrated commitment to productivity and service orientation.
- Develop & maintain constructive working relationships with all team members.
- Strong analytical decision problem solving skills.
- 5 years of successful business and/or administrative management experience (experience in a Catholic setting preferred)

Applicants must be practicing Roman Catholic and exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to humanresources@evdio.org