

**Chancellor, Director of Canonical & Civil Affairs,
and Delegate for Safe Environment
Position Description**

Reports to: Bishop

STATUS: Full-time, Exempt

Location: Chancery

Effective Date: March 2024

Purpose:

The purpose of the offices of the Diocese of Saginaw is to foster effective evangelization, collaboration, and communication among the priests, deacons, religious, and lay Faithful; leverage the collective gifts and talents of the local Church to proclaim the Gospel in word and deed; and share, under the guidance of the Bishop, the love of Our Lord Jesus Christ in joyful expectation of a New Pentecost.

Core Values:

All ministerial team members serving in the diocesan offices give witness to the following in their daily service:

- **Rooted in faith:** prayerful, anchored in the Holy Spirit, nourished by the Eucharist; transformed in faith and love of the Lord
- **Focused on relationship:** trustworthy, considerate, empathetic; good follow-up and follow through
- **Equipped to facilitate solutions:** competent, collaborative; engaging
- **Guided by proactive listening:** responsive, open to feedback, reliable, observant
- **Animated by shared mission:** resilient, resourceful, focused, courageous, humble

Position Summary

The Chancellor is responsible for assuring that the canonical and civil law records of the Diocese are properly prepared and maintained. The person named as Chancellor is freely named and removed by the Bishop. The Office of the Chancellor works closely with the bishop and the Vicar General in the governance of the diocese.

The position as Director oversees diocesan legal and canonical matters, working with legal consultants and includes supervision of the archives.

The Delegate for Safe Environment oversees all aspects of the Safe Environment Policy, including education and prevention, implementation of the Code of Conduct, criminal background checks, outreach to victims, and communication with the Diocesan Review Board.

The chancellor is the diocesan notary, establishing the authenticity of the acts of the diocesan curia and ensuring that such acts and historical documents are safely stored in the diocesan archives. The chancellor is also responsible for sacramental records and the diocesan archives, which are directly cared for by the archivist.

Desired Qualifications:

Education and/or Experience:

- Education as attorney and/or as a canonist
- Strong writing and oral communication skills, organizational expertise, analytical ability, and facility in the use of a computer
- At least 5 years’ administrative experience working for a diocese or Catholic organization

Critical Qualifications/Skills:

- Catholic knowledgeable of the organization of the Roman Catholic Church
- Business skills in working with and forming corporations, trusts or other legal entities, preparing for meetings, maintaining records, documenting processes, and developing schedules
- 5 or more years administrative and supervisory experience is preferred, with proven project management ability
- Ability to work independently and as a team member, attention to detail, and capacity to maintain professional discretion
- Capacity to meet deadlines and to present material in a professional and useful manner
- Excellent organization, writing, communication, interpersonal and relationship management skills
- Understanding and commitment to professional confidentiality
- Valid driver’s license

Additional Requirements:

- The applicant must attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- The applicant must successfully complete a criminal background check, pre-employment physical and drug screening.

AREA	KEY RESPONSIBILITY AREAS
Chancellor	<ul style="list-style-type: none">• Plan and establish legal and canonical entities• Organize documentation of corporations and communicate with contact persons and board members to set meetings, share documentation, respond to inquiries• Develop policies, statutes, guidelines• Track canonical and legal concerns, assuring proper record-keeping and facilitating communication• Assist in the transition of diocesan records to electronic format• Communicate with affiliated organizations, as needed
Delegate for Safe Environment	<ul style="list-style-type: none">• Develop, with the Review Board, safe environment policies and programs and carry out the policies• With the chair of the Review Board and legal counsel, prepare for meetings of the diocesan Review Board• Maintain records regarding criminal background checks, safe

	<p>environment training, education for children and youth, and allegations, contact with victims</p> <ul style="list-style-type: none"> • Assure proper investigation of allegations and documentation of concerns, communication with legal counsel, diocesan Review Board and Bishop • Prepare for and participate in audits and surveys sponsored through the USCCB • Oversee safe environment compliance
<p>DEPARTMENTAL RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Collaborate with archives to assure proper maintenance of historical records • Facilitate the comprehensive operations of Youth and Child Protection Office, to assure accurate record-keeping, effective training, and data collection • Collaborate with consultants and other diocesan and parish personnel as needed. • Develop and maintain departmental mission and vision and cohesive working relationship among colleagues

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____