

THE DEACON MANUAL

CHAPTER III.

THE DIRECTOR OF DEACONS

A. POSITION DESCRIPTION

1. Purpose.

The purpose of the position of the Director of Deacons (hereafter, the Director), as recommended by the U.S. Bishops' Committee on the Diaconate, is to

- Provide leadership for each permanent deacon,
- Serve as liaison between the Archbishop, the Diaconal Council and individual deacons,
- Serve as liaison between the Community and the presbyteral order, and
- Serve as focal point for activities involving the entire Community.

1. Supervision and Guidance.

The Director functions under the general supervision of the Archbishop of Santa Fe. He must likewise function within the norms and mandates of the 1983 Code of Canon Law, especially those canons dealing with the clergy in general and with permanent deacons in particular.¹ He is also obliged to observe all published policies and procedures of the Archbishop of Santa Fe.

Organizationally, the Director's position is situated within the Archdiocesan Canonical Services Division; the Director receives day-to-day supervision from the Chancellor.

3. Associate Directors.

Because of the extensive demands the duties described herein place on the time of the Director, and because of the great geographic expanse of the Archdiocese, the Archbishop may appoint one or more Associate Directors to assist the Director in carrying out all the responsibilities assigned to him, especially with regard to communication with and visitation of the deanery deacon groups and individual deacons. These Associate Directors have no authority of their own, but rather represent the Director when it is impossible for him to exercise his office personally for reasons of logistics and/or schedule conflicts.

4. Representative Duties.

In fulfilling the duties of his position, the Director is expected to carry out the following general responsibilities:

a. Deacon Candidate Formation.

In consultation with the Archbishop and the Director of Deacons, and utilizing the services of the Council and any other resources suitable for this purpose, the Director of Formation shall be responsible for the implementation and execution of all aspects of the Archdiocesan program for the selection and formation of candidates for the permanent diaconate. The Director of Formation may be aided in this task by a person or persons especially selected for this purpose.

b. Personal Development

(1) Spiritual Growth.

Utilizing all appropriate Archdiocesan resources, the Director shall oversee the establishment and conduct of a program of spiritual growth for the Community. The Director may be aided in this task by a person or persons especially selected for this purpose. See §V.A, following, for further information on the spiritual growth program.

(2) Continuing Education.

Utilizing all appropriate Archdiocesan and community resources, the Director shall oversee the establishment and conduct of a program of continuing education for the Community. The Director may be aided in this task by a person or persons especially selected for this purpose. See §V.C, following, for further information on the continuing education program.

c. Review and Evaluation.

(1) The Director shall maintain a file of appropriate data on each permanent deacon ministering in the Archdiocese. The appropriateness of such data shall be determined by the Director in conjunction with the Archbishop. See §XII.D, following, for further information on these personnel files.

(2) The Director shall annually review and evaluate the record (if any) of each permanent deacon's compliance with established policies and

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procedures. When necessary, he shall recommend to the appropriate authority that action be taken to correct or mitigate severe or chronic cases of noncompliance.

(3) The Director, or an Associate Director, shall meet annually with each deanery group of deacons, and as needed with individual deacons, in order to discern whether existing or potential problem areas in their diaconal ministry require attention and resolution. He shall then attempt to provide the needed remedy, using all the resources open to him, without prejudice to the prerogatives of pastors and supervisors.

(4) The Director shall work to establish and maintain good rapport and working relationships with pastors throughout the Archdiocese, whether or not a particular pastor currently has any deacon assigned to his parish. In coordination with the pastor, the Director shall determine the effectiveness of deacons ministering in a parish.

(5) The Director shall work to establish and maintain good rapport and working relationships with the supervisors of those deacons assigned to special ministries. In coordination with such supervisors, the Director shall determine the effectiveness of the deacons assigned to each special ministry.

(6) The Director shall work to establish and maintain good rapport and working relationships with each of the vicars forane, consulting with them as needed to determine the effectiveness of the deacons assigned to their respective deaneries.

d. Personnel Administration.

(1) The Director shall serve as the representative of all ordained permanent deacons in the Archdiocese of Santa Fe. In that capacity, he shall provide liaison between individual deacons, the Archbishop, the various organizational elements of the Catholic Center, the vicars forane, individual presbyters, other deacons, and the ecclesiastical communities of the Archdiocese.

(2) The Director shall serve as a consultant in the considerations and resolution of all requests made by deacons about canonical assignments or reassignments to parish or special ministries.

(3) The Director shall serve as the focal point for all communications, oral and written, between the Archbishop and his deacons, pertaining to matters of personnel administration. Hence, deacons are normally expected to communicate first with the Director, rather than directly with the Archbishop, on questions of assignments, leaves of absence, canonical faculties, and so forth. If the matter can

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be resolved at the director's level, he will take whatever action is necessary. If the matter must be referred to the Archbishop or to other appropriate authority, the Director will forward the pertinent correspondence to that decision-making authority.

e. Finances.

The director shall work closely with the Council, the Finance Division, the Canonical Services Division, and with other appropriate agencies in the development of the annual budget for approved diaconal ministries and programs. Expenditures against the approved budget shall be made only according to established Archdiocesan policies.

f. Other.

(1) The Director may be assigned other responsibilities by the Archbishop. In turn, the Director may, if feasible, delegate such responsibilities to other persons. These persons would be required to keep the Director informed concerning progress made by them in achieving defined objectives. Each individual or committee, as appropriate, would also be required to prepare necessary documentation for the assigned project and to submit the documents to the Director for his review and approval.

(2) The Director shall draft all necessary correspondence on matters concerning the diaconate in the Archdiocese. He shall be authorized to sign routine correspondence about diaconal matters, while extraordinary correspondence shall be referred to the Archbishop for signature.

(3) The Director shall oversee the compilation, preparation, and dissemination of data required for the annual report to the Bishop's Committee on the Diaconate.

(4) The Director shall oversee the preparation of special reports concerning the diaconate that may be requested by the Archbishop and by Executive Directors of Divisions or higher authorities in the Catholic Center.

(5) The Director shall, subject to the availability of funds, attend local, regional, and nationally sponsored conferences, seminars, or workshops that deal with the permanent diaconate. The results of such meetings shall be reported in writing to the Director's supervisor. Recommendations emerging from these meetings shall be made to the Director's supervisor for consideration and, if appropriate, implementation.

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(6) The Director may attend regular meetings of the Presbyteral Council and as required, meetings called by the Archbishop, the Chancellor, and Executive Directors of divisions or higher authorities in the Catholic Center.

B. SELECTION CRITERIA

The following criteria are not intended to be the sole determinants of which candidate is to be selected for the position of Director, but they are meant to be considered as guidelines by those charged with recommending the selection of the next incumbent of that position. The final decision in the selection of the Director is reserved to the Archbishop. In the following criteria, mandatory qualifications are indicated by use of the word **must**. Desirable qualifications are indicated by use of the word **should**.

1. Ministry-Related Considerations.

a. The successful candidate **must** be currently active, either in parochial or in special ministry, within the Latin Rite of the Roman Catholic Church, at the time of his selection for the position of Director. He **must** submit a complete, detailed description of each ministry in which he has previously been or is currently involved. Moreover, he **should**, if possible, document positive evaluations from the pastors or supervisors of ministerial assignments he has held or currently holds.

b. If the candidate is a cleric, he **should** be incardinated into the Archdiocese of Santa Fe; he **should** also have been ordained for at least 2 years at the time he is selected for the position of Director.

c. If the candidate is a cleric, he **should** have been canonically assigned with the Archdiocese of Santa Fe, either to a parish or to a special ministry, continuously since the date of his ordination or the date of his incardination into the Archdiocese, whichever is later.

d. If the candidate is a permanent deacon, he **should** be able to document his recent and active involvement in some meaningful type of service within the Community, such as

- Serving on the Council or its predecessor body, the Deacon Board,
- Serving in the deacon candidate formation program,
- Serving in special programs for deacons (for example, annual retreats, continuing education), or

- Serving in major diaconal functions and events (for example, Regional Deacon Conference, National Conference of Permanent Deacon Directors).

e. The successful candidate **must** be able to document his recent participation in continuing education programs of self-improvement.

2. Position-Related Considerations.

a. The successful candidate **should** have held managerial positions in which he exercised both authority and responsibility. For each such position held, he **must** be able to document

- Type of business, enterprise, or activity in which he occupied or occupies a management position,
- Number of personnel supervised,
- Description of responsibilities and authorities,
- Length of time spent in position, and
- Reason for leaving position.

b. The candidate may also have held non-management positions in which either authority or responsibility, or both, were limited. For each such position held, he **must** be able to document

- Type of business, enterprise, or activity in which he occupied or occupies a non-management position,
- Description of responsibilities and duties performed,
- Length of time spent in position, and
- Reason for leaving position.

3. Other Experiential Considerations.

The candidate may have accumulated other experiences that could be assets to the Director. Such experiences might include those involving

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- Organizational development,
- Project management or program planning,
- Fund raising,
- Budget planning and execution, or
- Personnel evaluation or counseling.

Experiences such as these, if they can be documented by the candidate, should also be considered in the selection process.

4. Family Considerations.

The selection process must discover the candidate's family status:

a. Is he single/celebrate/never-married, married, separated, divorced, or widowed? If married, is his current marriage recognizable according to the norms of canon law? A married candidate **must** be in a stable marital relationship, and his wife **must** give at least her implied permission for her husband to seek the position of Director.

b. Regardless of marital status, is he responsible for the familial support – including financial, legal, moral, and medical – of persons, whether or not they are related to him and whether or not they reside with him? How old and how healthy is each person who is dependent on the candidate in any way for support; what is the aggregate total of his family responsibility?

c. Considering all prospective sources of income, and also considering all his financial obligations, can this candidate afford to be selected Director?

5. Availability.

The candidate selected to be the incumbent cannot expect, nor should he be expected, to hold gainful employment in the secular job market while also carrying out all the duties of the Director. The availability to spend adequate time visiting the scattered locations where the various members of the community live and minister is an essential ingredient of the Director's position.

Notes for Chapter III

1. **N.B.:** The use of masculine pronouns in reference to the Director does not imply that the incumbent of this position must be a male. See §III.B.

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