



# Diocese of Springfield in Illinois

## Catholic Pastoral Center

**Job Title:** Director  
**Division/Department:** Office for Laity, Marriage, Family Life, and Youth  
**Reports to:** Chief of Staff  
**FLSA Status:** Exempt  
**Prepared Date:** July 2022                      **Revised:**

### POSITION SUMMARY:

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Director of the Office for Laity, Marriage, Family Life, and Youth focuses on carrying out the mission of the diocese “to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast Stewards of God’s creation who seek to become saints”. This position directs the work of the staff in the office as well as creates and implements strategies to support the evangelical endeavors of the parishes and schools in the diocese.

### ESSENTIAL FUNCTIONS:

- Set the direction and oversee the work of the staff within the department to provide the framework for evangelizing the faithful of the diocese to become disciples of Christ.
  - The office includes pro-life and special ministries, missions, campus ministry, and the parish liaison for restored order.
- Serves as the main point of contact and resource for parishes, schools, and parishioners seeking assistance with ministry at their location.
- Coordinate diocesan events such as the March for Life, youth conferences, etc. Work with parish leadership to promote and facilitate events.
- Oversee the Pre-Cana process. Communicate with Pre-Cana teams, provide training and support.
- Serves as the Director of the Office for Campus Ministry and oversees the work of the campus ministers as various locations throughout the diocese.
- Establish programs, training, and resources to inspire the faithful of the diocese to a deeper understanding and fulfillment of being good stewards of the Church, and true disciples of Christ.
- Assist in recruiting and hiring when required for staff positions. Give recommendations pertaining to Office/Curia overall changing structure and evaluation.
- Represent the Diocese at meetings pertinent to the ministry of the office at the diocesan, regional and national level.
- Oversees the preparation of the annual budget and allocates funds as appropriate.
- Attends professional education conferences, webinars, etc. as permitted by the expense budget and reviews professional publications.

Job Description: Coordinator of Services, Office for Laity, Marriage, Family Life, and Youth

- Other duties as assigned

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Master's Degree in Theology, Pastoral Ministry or related field. Bachelor's degree with experience will be considered.
- Proven experience in parish ministry.

**REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS**

- Practicing Catholic in full communion with the teachings of the Church
- Strong verbal, written, analytical and people skills
- Capable to make presentations before a large group
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- High degree of confidentiality
- Proven ability to solve problems and make effective decisions
- Ability to work independently as well as with a team
- Effective communication skills and interpersonal skills
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Willingness to work collaboratively in a team-oriented environment
- Valid driver's license

**To apply:**

Please send resume and cover letter to Erin Danaher at [hr@dio.org](mailto:hr@dio.org) or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.