

DIOCESE OF SAN JOSE JOB DESCRIPTION

POSITION TITLE: Pastoral Planning & Implementation Director or Director of the Office for Pastoral Planning

LOCATION:	Chancery	FLSA STATUS:	Exempt
DEPARTMENT:	COO	SALARY GRADE:	
REPORTS TO:	COO	FULL OR PART TIME:	Full-time
DATE UPDATED:	June 12, 2023		

POSITION SUMMARY:

The Pastoral Planning Director supports chancery, parish and school leaders in planning a future of growth in parish life through effective pastoral planning and implementation. This position will be instrumental in helping develop an Ecclesial Integration within the Diocesan offices, schools, and parishes, assisting leaders with comprehensive pastoral planning and Implementation. This position will be key in providing the pastors, leaders and parish/school community with the training, resources, and support they need for change management, leadership development and implementation. The position models a commitment to stewardship as a way of life in the interest of offering compassionate, collaborative, and professional service to all. This position will need to be comfortable moving easily between strategic context and detailed planning and be able to manage situations of ambiguity and change.

The incumbent reports to the COO.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (and other duties as assigned):

Vision, Strategy and Leadership

- Leads ongoing pastoral planning activities as part of the Diocesan initiatives, including helping parishes and leadership groups develop local plans.
- Responsible for establishing and managing relationships with parish, school and diocesan leaders to develop strategies and activities to enhance ministry and collaboration.
- Designs, plans, and implements parish pastoral policies that meet the Diocesan/Parish/School Mission and Vision by utilizing internal and external resources; as well as meet the location pastoral needs.
- Provides general consultation (coaching) to pastors, administrators, pastoral staff, and other diocesan leaders in planning and implementing Ecclesial Integration processes that effectively execute strategy, and helping teams manage change.
- Provides planning resources and collaborates with other Diocesan offices in the Ministry Integration process; acts as a resource for parishes and other entities to provide team building, ministry

consulting, workshops, organizational goals, strategy, and related protocols when they impact the parish pastoral plan.

- Exercises analytic skills directed at "the why" as well as "the what." Works with Chancery Directors on statistical data-gathering and analysis. Facilitates strengths, weaknesses, opportunities, and threats (SWOT) analysis of all Diocesan entities.
- Designs, develops and implements the operational guide for groups, associations, and parish ministries that ensures alignment to Diocesan Vision and Parish Mission.
- Understands general Diocesan Policies related to all Diocesan entities and able to recognize the long-term implications and how various organizational components interact.
- Responsible for deliverables and impact on key strategic initiatives, identified potential project risks and difficulties and designs strategies to respond appropriately.
- Provides guidance and consultation as follows:
 - Serves as a key advisor to identify executive evaluation metrics that ensure programs yield measurable results for Pastoral Planning
 - Serves as a resource for the Bishop, Vicar General, and Chief Operating Officer, on tasks related to the Diocese and overall pastoral planning efforts.
- Team and Organization Development
 - Coaches and mentors staff in the Pastoral Planning teams.
 - Leads the performance discussions and evaluations of team members and provides timely and constructive feedback.

Finances and Operations:

- Works closely with the CFO/COO in preparing, managing, and controlling the budget for the Pastoral Planning.
- Manages daily planning operations, develops program procedures, conducts program assessments and evaluations, manages office administration, and participates in pastoral planning.
- Identifies and eliminates unnecessary complexity within ministry processes by providing a holistic approach and comprehensive service to improve greater efficiency and methods of collaboration.

Collaboration and Communication:

- Leads a vision of collaboration across the diocese, helping strengthen relationships, communication and partnerships.
- Provides regular progress updates to the Bishop, Vicar General, and Chief Operating Officer, and other groups as may be required.
- Works closely with the Communications Office to engage all stakeholders throughout the planning process by providing regular updates to all key stakeholders.

REQUIRED SKILLS/ABILITIES:

- Must possess the ability to review and analyze data, and ask the right questions.
- Great at "story-lining" to build strategic narratives or to present options sets for executive decision.
- Simplify our strategy so it is easily understood and embraced by the various stakeholders
- Willing and able to handle some administrative tasks, as may be required.

THIS POSITION SUPERVISES (Leading, Guiding and Managing Staff):

- Will directly supervise members of the Pastoral Planning team.
- Will supervise the work related to planning from the Project Manager

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience:

- Bachelor's in Business degree, preferred Master's degree, 7-10 years of experience or equivalent combination of education and work experience.
- Proven track record in leading strategic planning and execution in a large and complex organization.
- Demonstrated work planning and project management experience.
- Working knowledge of the Catholic Church

Leadership Skills:

- A mission-driven understanding of the Church's vision.
- Demonstrated experience in leadership and management of a large staff, including fiscal and human resource responsibility.
- A commitment to foster open communication and build a cohesive team, working across departments to fulfill the Mission of the Church.
- Well-disciplined in organization, prioritizing multiple tasks and self-motivation and using analytical thinking and sound judgement for critical issues.
- Exhibits strong and proven supervisory and management skills and fosters teamwork.
- Ability to prioritize work according to milestones and deadlines.

Language Skills:

- Must possess advanced verbal, written and cross-cultural communications skills
- Must have executive presence and excellent presentation skills
- Strong interpersonal skills, able to build relationships internally and externally.
- Ability to foster collaboration across departments and locations in order to create effectiveness and support strategic objectives.
- Ability to develop and facilitate workshops, training and presentations.

Technical Skills:

- Must be extremely comfortable with Microsoft Office Suite, and specifically conducting analysis in Excel (e.g., formulas and pivot tables)
- Ability to do quantitative and qualitative analyses that help in providing focus and ensuring achievement of results
- Ability to travel locally regularly and nationally on occasion.

Physical Demands: This job operates in a professional office environment which may require:

- Sitting, standing, walking, reaching, lifting, repetitive motion, bending, stooping, crouching, climbing, stretching, twisting.
- Lifting 10 lbs. in compliance with safety standards.

- Operating standard office equipment such as copiers, fax machines, personal computer, and telephone
- Level of vision, hearing, speaking required.

Other Requirements:

- Demonstrate mature personal awareness for developing healthy and constructive relationships with various stakeholders.
- Enthusiastic and outgoing personality with a focus on building relationships.
- Self-motivated, creative, and engaging to positively engage various stakeholders.
- Able to work evenings and weekends, as required
- Must be a practicing Catholic and possess a thorough knowledge of the Catholic Church, its structures and systems.
- Candidate must support the teachings and values of the Catholic Church and its mission.

Supervisors and employees should review this job description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give copy to employee and return original to the Human Resources Office.

Employee

Date

Supervisor

Date