

Archdiocese of Chicago
Position Description

Title: Vicar for Religious

Department: Office for Religious

Reports to: Cardinal Archbishop of Chicago

Direct report: Vicar General

FLSA Status: Exempt

Term of office: Three years, renewal possible

Position Summary:

The Vicar for Religious is the liaison between the archbishop, the parishes and agencies of the Archdiocese of Chicago and the members of Religious Congregations and consecrated women living and ministering in the Archdiocese. In a spirit of collegiality, the Vicar for Religious creates opportunities where the charism of religious life, in all its fullness, interfaces with the mission of the Church in the Archdiocese of Chicago.

General Responsibilities:

- Maintain a connection and attend meetings, when appropriate, with the National Conferences serving religious life: CMSM, LCWR, CMSWR, RBC, RFC, NCVR, RFC and the Canon Law Society
- Establish a relationship with the leadership of Men's and Women's Congregations
- Visit the houses and ministries of the Congregations in the Archdiocese
- Create and update a database of Religious Congregations, members of the Congregations and leaders of the Congregations who live and minister in the Archdiocese
- Create and update a database of Consecrated women in the Archdiocese.
- Develop an advisory group composed of men and women Religious
- Develop an advisory group composed of Consecrated women
- Welcome newly arrived communities of brothers, priests and sisters to the Archdiocese and assist them in becoming familiar with the Archdiocese and its policies and procedures.
- Be aware and knowledgeable of canon law, immigration issues and matters of compliance for brothers, priests and sisters who minister in the Archdiocese.
- Supervise the employees of the Office for Religious.
- Publish on a regular basis a newsletter to and for men and women religious in conjunction with the advisory board of the Office.
- Organize annual events between the Cardinal and Religious in the Archdiocese: i.e. meetings with leadership, gatherings with members of Religious Congregations ...

- Be available to men and women Religious and to Consecrated Women living and ministering in the Archdiocese.
- Coordinate the formation, accompaniment, and assessment of candidates for becoming Consecrated Women for recommendation to the archbishop.

Desirable Knowledge, Skills and Experience

- Master's degree in theological or pastoral studies
- Relationship with the Church and commitment to the values, charism and mission of Religious and of Consecrated Women
- Experience in leadership and in the supervision of persons
- Capacity and willingness to work as a team in the Department of the Vicar General and with other departments of the Pastoral Center
- Computer competence: Office 365, PowerPoint, Podcasts ...
- Excellent written oral and written communication; ease with public speaking
- Discernment, consultation and confidentiality in personal interactions and decision making.