



Secretary of Social Ministries

SEARCH PROSPECTUS



Roman Catholic Diocese of Charleston

CHARLESTON, SC

www.sccatholic.org

www.charitiessc.org

START DATE – FALL 2018

Partners in Mission

The Diocese at a Glance

The Roman Catholic Diocese of Charleston comprises the entire state of South Carolina with Charleston as its See city. Founded in 1820, it is one of the oldest Catholic dioceses in the United States. The diocese consists of 95 parishes throughout the state and is led by the Most Rev. Robert Guglielmone, the thirteenth Bishop of Charleston.



Catholic Charities Mission Statement

Inspired by the Holy Scriptures, Catholic Charities of South Carolina promotes self-sufficiency and strives to break the cycle of poverty in South Carolina by serving our neighbors in need.

Vision Statement

We provide a compassionate hand up approach to clients while respecting the dignity of each person.

The Social Ministries

- **Family Life** – Supports programs and activities such as Respect Life, Post Abortion Healing, promoting Marriage, the Annual Marriage Anniversary Celebration Mass, Natural Family Planning, Fertility Appreciation, Divorce/Separated/Widowed, Infertility, Family issues in general and Living Chaste.
- **Ethnic Ministries** - The Office of Ethnic Ministries is committed to organizing ways for the church as a whole to celebrate its ethnic diversity and recognize that diversity as a strength of the church. They are focused on bridging the gap between those in mainstream culture and those who feel marginalized from the church because of ethnic or cultural division.
- **Carter-May Home/St. Joseph Residence** – a senior ministry that provides assisted living services offering low cost private rooms for men and women of all faiths, over the age of 60, living in the Charleston community.
- **International Ministries** - The Diocese of Charleston has a mission site in San Pedro La Laguna, Guatemala, in partnership with the local Diocese of Solola and the Sisters of Bethany. They bring medical teams and missionaries twice a year for a week to provide healthcare to the underserved Mayan communities. They also have a children sponsorship program to support the Catholic schools managed by the Sisters of Bethany in San Pedro La Laguna.
- **Seafarers Ministries (Port Ministry)** - At the Apostleship of the Sea, it is their mission to welcome seafarers to Charleston and help them with their material and spiritual needs. They provide transportation for shopping, medical appointments, and other necessities. Additionally, they provide prayer books, prayer cards, rosaries and other religious items, as well as holding Masses and Communion Services on board the vessels. We hold Masses and Communion Services on board the vessels. They are the hands and feet, face and heart of Our Lord to all who come to them, regardless of race, nationality, or religion.
- **Prison Ministry** – provides resources to integrate all prison ministry provided by the Catholic Diocese of Charleston through training sessions, exchange of pertinent information via a newsletter, and, creating and communicating a vision of prison ministry for the diocese. The Prison Ministries also provide a Catholic presence in every prison, jail and detention center of the state. Volunteers visit prisons, work in aftercare mentoring programs, and support families of prisoners. They also facilitate Bible studies, catechesis, access to clergy and sacraments, companionship and Christian fellowship activities.
- **Immigration Services** – provides low cost, high quality immigration legal services to South Carolina residents who cannot afford a private attorney.
- **Catholic Charities Ministries** – As the social service agency of the Catholic Church, Catholic Charities of the Diocese of Charleston has been active in the lives of individuals in need for almost 70 years. They work to accomplish their goals of building a world of greater charity, justice, and peace through the provision of direct services, education and advocacy. Catholic Charities currently offers the following programs and services;
 - **Our Lady's Pantry** – provides healthy foods along with behavioral economics education to help make a systematic change in the lives of clients throughout South Carolina.
 - **Pregnancy Case Management** – provides support to women who need assistance throughout their pregnancy and until their newborn reaches the age of 2.

FAST FACTS



46

Counties in the
Diocese of Charleston
(All of South Carolina)



Food Pantry

- **Clean of Heart** – provides showers and laundry services to the homeless populations of Columbia, Spartanburg (future site), and Myrtle Beach.
- **Clothing Closet** – provides new and used clothing items to the homeless population in Columbia.
- **Save-a-Smile** – provides dentures to those who do not have the financial resources living in the Pee Dee area.
- **Self-Sustainability** - an all-encompassing form of case management that provides the skills, education, and coaching needed for our clients to not only strive, but to thrive in their environment
- **The Mercy Mission** – a thrift shop and a wellness food pantry serving those in need in Jasper County.
- **Disaster Recovery** – as a member of local Long-Term Recovery Groups, Catholic Charities helps families impacted by floods and hurricanes return to safe, sanitary, and secure housing. In the aftermath of a disaster, Catholic Charities of South Carolina is committed to quickly bringing communities back to safe, sanitary and secure conditions by leveraging the help of volunteers. They recruit, train, and retain Recovery Volunteers *before* a disaster strikes in hopes of shortening the recovery journey for those impacted.

The Position

The Diocese of Charleston seeks to secure a passionate and visionary leader to fill the position of Secretary of Social Ministries. Major responsibilities include the implementation and administration of the social ministry programs in accordance with the mission, in response to need, and in proportion to the resources available to the Secretariat. The Secretary of Social Ministries role includes oversight of all operations of the offices of Family Life, Ethnic Ministries, Carter-May/St. Joseph Home, Prison Ministries, Social Outreach Centers, International Ministries, and the Seafarers Ministries, Immigration Services, and Catholic Charities.

The responsibilities also include supporting the Director of Programs who oversees the day-to-day operations of all social services and Catholic Charities activities in the Diocese of Charleston. Responsibilities include developing ongoing sources of revenue including but not limited to public and private grants, endowments, end of life gifts and special events. The Director represents the Bishop in all areas of social ministry in the Diocese and serves as a liaison between the Bishop, Curia and those engaged in Social Ministry and endeavors to foster cooperation, teamwork and collaboration among those engaged in support of the ministries (diocese).



95

Parishes in Diocese



\$3.9M

Operating Budget
(FY 2018-2019)



20

Catholic Charities
Missions



Disaster Recovery



Prison Ministry

Catholic Charities Locations

- Administration
- Beaufort/Lowcountry
- Charleston/Costal
- Columbia/Midlands
- Conway/Pee Dee
- Greenville/Upstate



Immigration Services

Essential Job Functions

- Provides for harmonious stability and growth; directs the planning and conduct of programs and operations; ensures that programs, services and grants are responsive to community needs and interests and ensures compliance with legal and contractual commitments and constraints; ensures the maintenance of requisite licensure.
- With the direction of the respective Boards of Directors, develops and directs the implementation of policies and practices to ensure effective delivery of quality service in a caring, efficient way.
- Directs the delivery and tracking of parish social ministry groups, counseling services, immigration services, Carter May / St. Joseph's Assisted Living; and developing new service and program areas in response to emerging needs.
- Develops and implements a unified mission and vision for Social Ministry and Catholic Charities. Provides visionary leadership in order to guide departments through implementation of projects.
- Provides information on programs, needs, opportunities and trends in the area of social ministry and social justice.
- Provides oversight of and in conjunction with the leadership of all services as applicable, develops the annual budgets for all Social Ministry programs. Allocates funds and resources to provide for delivery of programs and services in keeping with the mission.
- Monitors program expenses and revenues in conjunction with leadership staff.
- Directs fundraising and development efforts of the Secretariat. Identifies funding opportunities and program sponsors for new and existing programs. Analyzes opportunities to ensure viability and fully understand and implement all compliance considerations. Works with the Director of Stewardship to write & submit grant applications.
- Serves as a member of the Diocesan Curia, advising the Bishop as requested.
- Administers and monitors the departmental policies, procedures, programs and services.

- Nominates, approves and supervises the following staff positions: Director of Programs for Catholic Charities; Director of Immigration Services; Administrator of the Carter May Home/St. Joseph Residence; Director of Ethnic Ministries; Director of Family Life; Psychologist; Seafarers' Ministry; International Ministries and outreach centers including St. Cyprian, St. Helena and Our Lady of the Valley. Evaluates and takes disciplinary action as appropriate or directs such activity; directs the development and implementation of staff training and development programs; ensures the consistent and equitable treatment of personnel in accordance with policy.
- Directs and coordinates communications to staff and public on matters affecting the Agency's finances, planning, accreditation, staff, constraints, and concerns. Responsible for the management of the Social Ministry web pages on the main Diocesan website.
- Analyzes local, national and international social justice issues in light of Church teaching and motivate parishioners' involvement through local parishes and community organizations.
- Represents the Diocese (or delegates various directors to participate) in collaborative and advocacy efforts with agencies and organizations in the public sector.
- Attends and participates in or conducts meetings; makes presentations; provides liaison to boards, committees, and other community agencies; directs and coordinates staff support to board members.
- Serves as mediator as required to resolve client concerns; responds to complaints and concerns in a caring and professional manner for effective client service.
- Promotes the evangelization efforts of the Catholic Church through social ministry and works of charity.
- Represents the Diocese with Catholic Charities USA

Challenges and Opportunities

The challenges faced by the Diocese of Charleston are not unique to a diocese that covers a broad (state wide) geographic area with limited resources. The Social Ministries programs located at the Chancery offer a wide range of services throughout the Diocese. Although the Catholic population in the Diocese is quite small, the social ministries are having a significant impact in their local parishes and communities.

While still a growing organization, many parishes and community members across South Carolina are unaware of the services offered by Social Ministries and the need for providing additional services. An opportunity exists to assess current programs and services being offered by Social Ministries to determine gaps in area services in relation to the expanding and pressing needs of the residents of South Carolina.

The Social Ministries staff serving at the various service agencies are extremely dedicated and passionate about their ministries. They are seeking a visionary leader who is passionate about serving the poor and prepared to enhance and champion their services and programs.

This position requires that the Secretary adhere to all practices and policies of the Diocese as an essential member of the Diocesan staff. The diocese provides many of the business office functions in support of the Social Ministries and Catholic Charities, allowing the opportunity for the Secretary to focus on providing guidance and support to the various ministries throughout the state of South Carolina.

Although the Catholic population of South Carolina is approximately 4-7%, the compelling mission of serving the needs of Catholic families and the poor, sets the table for expanding fundraising efforts to better serve the critical mission of the ministries.

FAST FACTS



44,834

People Served
(2017)



12

Social Ministry Staff



72

Catholic Charities Staff



Fall 2018

Opening of
St. Clare's Home



Save-A-Smile



Food Pantry



Immigration Services



Clean of Heart

Desired Qualities and Characteristics

The Secretary of Social Ministries will be a practicing Catholic who embraces the Catholic Social Teachings and understands the philosophy, practices, and traditions embodied by the faith. Candidates should be agents for change with strategic vision and demonstrated experience leading and transforming organizations. The following skills, qualifications and experiences are desired:

- Master's degree in Social Work or Business Administration (MBA), Juris Doctorate (JD) or related field strongly preferred. Previous executive leadership experience and progressively responsible involvement in the administration of social service programs may be considered in lieu of a graduate degree;
- Accomplished visionary with demonstrated success in addressing immediate needs and developing long-term goals for the organization that will enhance the "brand" and scope of service programs;
- Comprehensive knowledge of and commitment to the mission, values, vision, philosophy and ethical norms of Social Ministries, Catholic Charities and the Diocese of Charleston;
- Ability to develop and enhance collaborative relationships in support of the Social Ministries and Catholic Charities within the Diocese of Charleston and with the Bishop;
- Able to handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and make informed decisions regarding administrative issues;
- Knowledge of and experience in management and administration of complex organizations with experience in integrating and coordinating diverse areas of management;
- Proven ability to challenge, motivate and partner with an executive leadership team to foster innovation and lead change in an atmosphere of mutual respect;
- Demonstrated ability to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community;
- Demonstrated success in developing and executing sound development planning including, government contracts, foundation awards, special events and donor development;
- Strong oral and written communications and experience in planning and evaluation.
- Ability to exercise considerable tact and courtesy in frequent contact with the public, establish and maintain effective and collaborative working relationships as necessitated by work responsibilities;
- Ability to communicate effectively with the community at large to promote and enhance the reputation of the Social Ministries, Catholic Charities and the Diocese of Charleston;
- Accessible and approachable, respecting and valuing individuality / diversity, building and fostering productive and constructive working relationships with all to ensure sustainable outcomes;
- Fair, fun, and compassionate leader who embraces collaboration while leading with missionary zeal.



Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Michael Furey. Please include Diocese of Charleston in subject field.

- Cover letter that aligns your experiences and skill set with the current needs of the diocese as you understand them.
- Current resume with all appropriate dates included.
- List of five references including names, physical addresses, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



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Clean of Heart



Advancement and Leadership
Services for Catholic Education

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