

## DEANS' JOB DESCRIPTION

1. In accordance with the Constitution and By-Laws of the Presbyteral Council of the Diocese of Columbus, the Office of Dean is held conjointly with the office of Presbyteral Council Representative. Upon legitimate election to the Presbyteral Council, that same presbyter is appointed Dean by the Diocesan Bishop unless in an individual case the Bishop decides otherwise.
2. The term of office of the Dean corresponds to that of Presbyteral Council Representative as determined in the Presbyteral Council Constitution and by-laws.
3. The office of Dean ceases upon expiration of the term, by resignation accepted by the Bishop, by transfer outside of the Deanery, by inability to fulfill the duties for other reasons as determined by the Bishop (e.g. leave of absence, impaired health, etc.), or by removal in accordance with C.554§3.
4. The Dean shall represent the priests of the Deanery in the deliberations of the Presbyteral Council and shall serve as a conduit of communication between the priests and the Bishop and between the Deaneries and the diocesan offices. When requested by the Bishop or chancery, the Dean is to communicate time-sensitive information to the priests of the Deanery without delay.
5. The Dean is entrusted with coordinating those activities related to pastoral planning and the coordination of common pastoral activity at the level of the Deanery. To this end, the Dean should cooperate with those persons or groups responsible for these functions at the diocesan level (e.g. Planning Office, Priests' Personnel Board, etc.)
6. The Dean should participate in and facilitate the meetings of the Deanery Pastoral Council.
7. The Dean convenes the meetings of the priests of the Deanery and presides over them.
8. The Dean is responsible for conducting any elections that may need to take place among the priests in the Deanery. If the Dean is impeded from doing so, the responsibility falls to the senior pastor (by ordination date) in the Deanery.
9. The Dean shall strive to know the needs of all the priests in the Deanery, and be alert to changes in their health, especially of the retired priests. The priests should advise the Dean of any health concerns or other personal needs or problems they are aware of, whether they are their own or concerning their brother priests. The Dean shall communicate this information to the Bishop and the Chancery Office, observing discretion whenever this is called for by the nature of the matter.
10. Apart from the duty of fraternal support and correction that is common to all presbyters, the Dean is not required or expected to undertake duties of supervision of the priests in the Deanery (such as those mentioned in C.555 §1, 2°, 3°; §2 1°; §4), unless the Bishop

or the Vicar General specifically requests this in a particular case. But if concerns come to his attention, he is obliged to report them to the Bishop or the Chancery.

11. Upon the death of any priest in the Deanery, the Dean shall be certain that the Chancery is notified, and shall notify the priests in the Deanery of the funeral arrangements if this is not already done by some other method.
12. The Dean should fulfill any other request for assistance reasonably made by the Bishop, by diocesan officials, or by the consultative bodies of the diocese.