



# Diocese of Springfield in Illinois

## Catholic Pastoral Center

**Title:** Director, Office for Buildings and Properties  
**Division/Department:** Department for Financial and Parish Support  
**Reports to:** Director, Department for Financial and Parish Support  
**FLSA Status:** Exempt  
**Prepared Date:** November 4, 2008      **Revised:** October 2022

### 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 Buildings and Properties exists to oversee the administration of buildings and properties, including cemeteries, which are under control of the diocese, individual parishes, and diocesan agencies.

### Essential Duties & Responsibilities

#### *Property Under Control of the Diocese*

- 1) Facilitate the purchase and sale of diocesan properties as directed.
- 2) Provide assistance to attorneys retained by the diocese to assist in property transactions.
- 3) Facilitate repair and maintenance of buildings under diocesan control
- 4) Arrange for professional consultation on any major undertaking to ensure the project will be completed in a correct and competent manner.
- 5) Perform on site visits of construction, remodeling or repair if necessary.
- 6) Maintain the proper real estate tax status for diocesan property.
- 7) Assist the general counsel with filing initial application for exempt status for any properties meeting the requirements using the proper forms supplied by the Illinois Department of Revenue.
- 8) Accumulate, review and arrange payment for all annual real estate tax bills for property not exempt.
- 9) Maintain individual records on file for each parcel owned by the diocese and have a working knowledge of the contents of each parcel record. Files contain the history of the individual parcel in maps, plats, contracts, and other correspondence.
- 10) Maintain the individual file of deeds, title policies, abstracts, easements, any and all legal documents pertaining to each parcel.
- 11) Act as the initial contact for any person on site who may have actual day to day control over diocesan property and may be reporting a local situation needing attention or assistance.

#### *Property Under Control of the Individual Parishes*

- 1) Facilitate the purchase and sale of property under local parish control.
- 2) Provide assistance to attorneys retained in these transactions.
- 3) Provide assistance to local pastors in the purchase or sale of property.
- 4) Provide advice, counsel and assistance to local pastors for the repair and maintenance of parish

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buildings and property. Ensure that the parishes are following the Diocesan Procedures for Repairs and Maintenance on projects over the set limit.

- 5) Arrange for professional consultation on any major parish undertaking to ensure the project will be completed in a correct and competent manner.
- 6) Advise pastors, administrators, priest moderators, parish life coordinators if asked on options for proposed repair plans.
- 7) Communicate in writing to the Bishop recommendations concerning specific repair projects. Prepare letters of permission for Bishop's signature on projects that require his approval.
- 8) Facilitate new construction by parishes. Guide parishes through the Diocesan approval process as set forth in the Diocesan Approval Procedures for Construction and Major Renovations of all Parish Buildings and the Diocesan Approval Procedures for Interior Painting, Decorating or Restoration of Worship Spaces. File annual Certificates of exemption for all property exempt from real estate taxes, in order to retain the exempt status.
- 9) File application for exempt status for any newly acquired properties meeting the requirements, or for owned property on which the use has changed to qualify for exempt status using the proper forms supplied by the Illinois Department of Revenue.
- 10) Maintain the individual file of deeds, title policies, abstracts, easements, any and all legal documents pertaining to each parcel.
- 11) Review and provide any assistance needed in effecting transfer of any real estate which comes into Church ownership by way of wills/bequests.

*Other Duties*

- 1) Provide administrative oversight of Catholic Care Facilities.
- 2) Oversee accounting and record keeping functions
- 3) Oversee physical plant for maintenance, repair, suitable day-to-day condition.
- 4) Supervise and provide consultation and assistance to on site managers.
- 5) Maintain legal documents pertaining to each cemetery.
- 6) Maintain proper tax status of cemetery property.
- 7) Ascertain that all cemeteries are keeping a proper and adequate set of records, both of internments and of financial matters and that all are managed in accord with applicable state statutes.
- 8) Maintain a file record of the annual financial report of each cemetery in the Diocese. Review the financial records to determine the financial status of each unit and take corrective action when needed.
- 9) Ascertain the status of the perpetual care funds in each unit to include adequacy, investment safety and return; take corrective action when needed.
- 10) Consult with trained personnel on canonical questions which may be submitted to the office.
- 11) Assist in acquisition of land for cemetery use, and assure the proper engineering of all cemetery space, by the use of trained professionals if the situation so indicates.
- 12) Secretary for the Commission for Buildings and Property
- 13) Act in a consultant role upon request.

Other duties as assigned.

**Education And/or Experience**

- 5-10 years experience in commercial real estate purchase and sales
- 5-10 years experience in commercial property management & renovation
- Bachelor's Degree preferred
- Knowledge of all facets of Construction

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**Required Skills, Knowledge and Characteristics**

- Practicing Catholic in full communion with the teachings of the Church
- Attention to detail within a multi-task work environment
- Able to use Microsoft Office Products such as Word and Excel
- Self-starter, strategic thinker, problem solver
- Strong organizational skills with the ability to prioritize
- Willingness to work collaboratively with co-workers, priests, and parish staff in a team-oriented environment
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Strong interpersonal skills
- Good organizational and planning skills
- High level of confidentiality
- Demonstrate excellent written and verbal communication skills.
- Possess knowledge of mechanical and electrical systems for large buildings.
- Understand real estate rules and guidelines.
- Possess knowledge of construction processes for large projects or buildings.
- Possess excellent negotiation and communication skills.
- Valid driver's license.

**Physical Demands:**

The physical demands of the position are those typically associated with work conducted in an office environment but may require work offsite and outside of normal office hours on occasion. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle.

**Work Environment:**

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

**To Apply:**

Please send resume and cover letter to Erin Danaher at [hr@dio.org](mailto:hr@dio.org). Documentation can also be mailed to:

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