

PARISH BUSINESS ADMINISTRATOR

Tri-Parish Community

St. John the Baptist Catholic Church – Vermillion

St. Mary's Catholic Church – New Trier

St. Mathias Catholic Church - Hampton

Position Description

Title:	Parish Business Administrator
Reports to:	Pastor
Direct Reports:	Under the direction of the pastor, responsible for supervision of the following staff: Administrative, Cemetery and Maintenance Staff
FLSA:	Exempt, executive test
Hours:	Full-time, 40+ hours per week
Schedule:	Primarily Monday-Friday Schedule may vary based on church or school needs; occasional evening or weekend time may be necessary.
Benefits eligible:	Yes

Job Purpose: Support the ministry of the pastor and parish by overseeing the administration of the parish to ensure its congruency with the parish's mission and the pastor's stated intentions. Oversees the financial processes of the parish, manages parish property, serves as tri-parish safe environment coordinator, and manages office and employment procedures of the parish in a manner that supports the work of the pastor and enables all parish ministries to function effectively. Assure a responsive administrative liaison between pastor and all staff.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Representative Responsibilities

Note: The following responsibilities, 1 through 5, are essential functions.

1. Relationship with Pastor
 - a. Reports directly to the Pastor on a regular basis regarding parish ministries, operations and mission effectiveness.
 - b. Provides advice, feedback and support to the pastor; acts as a resource on matters relating to parish operations.
 - c. Assists in maintaining strong memberships on councils and committees.
 - d. Develops and evaluates goals for the parish in cooperation with the pastor and the finance and parish pastoral councils.
 - e. Carries out special projects and other assignments as requested by the pastor.

2. Management Functions
 - a. Works with ministry department leaders (school principal, faith formation, liturgy & music, etc.) to promote team leadership and develop an integrated parish calendar of events, activities, and services for the parish community.
 - b. Aims to create a positive and productive work environment by providing support, encouragement and recognition to parish employees and volunteers.
 - c. Ensures compliance with parish personnel policies and procedures and compliance with all federal and state employment laws as well as with Archdiocesan personnel policies, and Archdiocesan safe environment policies.
 - d. Develops and implements safety and security policies.
 - e. Acts as a resource to all staff in area of human resources, including personnel planning, recruitment, hiring, discipline, and termination. Maintains personnel files for all employees.
 - f. Oversees in collaboration with Pastor, and participates in long range planning for the parish.

3. Finance Functions
 - a. Assists the pastor (including Principal for St. John the Baptist Catholic School) in overseeing all financial aspects of the parish including financial planning, investment strategies, banking relationships, budgeting, insurance and risk management, and stewardship (cf. maintaining the parish envelope system, online donation opportunities, as well as ongoing time and talent survey).
 - b. Oversees the annual budgeting process for the parish (including St. John the Baptist Catholic School in collaboration with its Principal) and works with the pastor and parish pastoral and finance council to ensure compliance with the approved budget and its conformity with the mission of the parish.
 - c. Oversees the Archdiocesan insurance program for the parish, and participates in Archdiocesan Pace and Prism Program.
 - d. Oversees all data collection, computer systems, and software programs currently in place and makes improvements when necessary or appropriate.
 - e. Implements a parish-wide purchasing program that encourages sound purchasing practices and supports adherence to approved budgets.

- f. Ensures compliance with Archdiocesan policies, procedures, and requirements related to finances including annual reporting and necessary proxy requests.
 - g. Provides for all bookkeeping tasks including entering donations into the current accounting system, accounts receivable and payable, and providing monthly reports to the Pastor, (Principal for St. John the Baptist Catholic School), parish trustees, and parish pastoral and finance council membership.
4. Parish and Community Functions
- a. Facilitates annual calendar planning; attends parish pastoral and finance council meetings and other committee meetings including those related to parish festivals/dinners or suppers as needed or requested by the pastor. Receives agendas of council and commission or committee meetings prior to meetings. Keeps official records of trustee and council meetings.
 - b. Actively participates in parish and staff activities as appropriate and in professional enrichment and continuing education programs.
 - c. Promotes and maintains a respectful and effective working relationship with Archdiocesan officials and staff in order to provide a meaningful liaison with the Archdiocesan Church and its initiatives.
 - d. Represents parish in local and civic forums as needed or appropriate to ensure that parish interests are considered in municipal decision-making.
 - e. Promotes timely parish communications by providing or serving as weekly bulletin editor and parish webmaster. Also coordinates all parish mailings.
 - f. Serves as point of contact in the parish office to receive, record, and coordinate Mass intentions and other reasonable parishioner requests.
 - g. Administrative work as appropriate to serve the needs of parish funerals, weddings, or other sacramental celebrations.
 - h. Works as liaison to chair people of parish events to approve contracts, secure permits, and aid in volunteer recruitment.
5. Facilities/Cemetery
- a. Works with cemetery caretaker and cemetery committee to ensure effective administration, operation and maintenance of parish cemetery including necessary recordkeeping.
 - b. Responsible for coordinating the upkeep and maintenance of all parish properties as well as the long range planning for these properties.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general building management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

*Maintain appropriate levels of confidentiality of all work data.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: March 1, 2021

Title: Parish Business Administrator

Qualifications

1. Demonstrate understanding and acceptance of Catholic doctrine.
2. BA or equivalent work experience including accounting, finance, and supervisory experience.
3. Prior experience in parish administration preferred.
4. Understanding of Archdiocesan policies regarding personnel, financial controls, insurance requirements, safe environment protocols, and reporting desired.
5. Experience working in a similar environment
6. Ability to satisfactorily pass a criminal background check and an acceptable credit report.

Requirements of Position

1. Dependable and punctual
2. Able to develop and maintain a productive working relationship with pastor
3. Demonstrated ability to work well with others
4. Understand the parish culture and adjust actions to fit that culture
5. Enthusiastic, self-motivated and able to work alone without supervision, obtaining direction when needed
6. Confidentiality, integrity, and honesty
7. Ability to work under pressure and with constant interruptions
8. Demonstrated skills and interest in this type of work
9. High level of organizational skills
10. Strong communication skills
11. Email/internet literacy
12. Ability to follow all guidelines of the parish Personnel Policy Handbook
13. Math and statistical skills, especially as related to understanding requirements, operating equipment, and preparing reports
14. Plan for and implement multiple concurrent tasks
15. Ability to plan, organize and meet deadlines
16. Ability to be pleasant and service-oriented even when exposed to negative influences
17. Keeping supervisor and others informed
18. Maintaining a positive and helpful attitude at all times, even during difficult times
19. Work 40 or more hours per week
20. Lift and move using proper techniques up to 15 pounds
21. Maintain a sitting position for long periods of time
22. Able to operate keyboard in a safe and proficient manner

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date