

Pax Christi Catholic Church

To help people encounter, become and share the peace of Christ

All staff roles engage parishioners in formation, the life of our parish, and service opportunities within Pax Christi and the wider Rochester area.

Operations Manager

*This role assists in the **advancement of the mission and vision of Pax Christi Church** through these responsibilities:*

Key Ministry Responsibilities with Time Budget:

90% Temporal affairs of the parish, including serving as human resource and financial officer of the parish

10% Community, City, Diocese

Temporal Affairs

- Maintain personnel records, develop job descriptions in collaboration with the Director of Parish Mission and pastor
- Conduct annual reviews for logistics staff and make recommendations for hiring and termination as well as salary adjustments. As needed, support the review process for pastoral staff and assist in interviewing job applicants.
- Manage parish property, space use, computer systems, equipment purchases, and oversee security systems; respond to equipment and supply needs; coordinate service contracts for property and equipment needs
- Ensure optimum use of fiscal resources. Supervise and assist in the preparation of annual budget, monthly financial reports, communicate with staff as needed and work with assistance of bookkeeper
- Ensure that financial investments, payroll, taxes, banking practices, financial record keeping, bank reconciliation, and all other bookkeeping functions are carried out in an accurate, timely manner
- Coordinate and conduct the business affairs of the parish in an ethical, efficient, and organized manner in conjunction with the overall plans and policies of the parish.
- Acceptance and completion of other duties as assigned
- Guide logistics staff in the creation of SMART goals that are aligned with the advancement of Pax Christi's pastoral plan.

Community

- Actively participate in monthly Rochester Parish Administrator's meetings.
- Actively participate in Diocesan and Rochester area meetings as assigned

Role Expectations as a Coordinator on the Pax Christi Staff:

Regularly chair and/or attend and contribute to:

- Weekly meeting with Director of Parish Mission
- Pax Christi staff and logistics meetings
- Finance Council meetings

Grow in knowledge, skills or understanding through:

- Diocesan meetings and workshops
- Continuing education related to role or generally as a staff member
- Spiritual formation opportunities
- Guidance and feedback from other parish leadership and parishioners

Knowledge, Skills, and Abilities Required

1. Be an active member of a Roman Catholic parish faith community
2. Must teach, adhere to, and strive to live out the values of the Catholic faith
3. Bachelor's degree
4. 5+ years of experience in church ministry or a related leadership field
5. Capable of leading individuals towards a common vision and goals
6. Excellent verbal communication skills
7. Excellent proficiency in written forms of communication
8. Familiarity with the Microsoft Word and Google Apps suite including: Gmail, Calendar, Drive is preferred
9. Familiarity with Flocknote (www.flocknote.com), social media and other new forms of communication is preferred

Working Conditions

Part-time, exempt position will include evening and weekend hours averaging 20 hours per week (note some weeks may require more hours than others based on scheduled activities)

Accountability

The Operations Manager is accountable to the Director of Parish Mission and Pastor; annual review with the Director of Parish Mission.

Compensation

Salary with benefits based on level of experience and as agreed upon with the pastor

Office:	Parish	Location:	Pax Christi Office
FLSA:	Exempt	Reports To:	Director of Parish Mission
Benefit Eligible	Yes	Date Prepared:	January 2025
Work Schedule	Part time, regular 20 hrs/week, some evenings and weekends	Most Recent Revisions:	January 2025