

POSITION DESCRIPTION

Position Title: Parish Manager for St. Francis of Assisi Church
FLSA Status: Exempt
Location: St. Francis of Assisi Church,
1114 Third Street SE Rochester, MN 55904
<http://stfrancis-church.org>

Reports to: Pastor

PRIMARY FUNCTION OF THIS POSITION

The Parish Manager serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings and grounds and personnel (including volunteers). The Parish Manager directs these efforts with technical and administrative expertise within the framework of shared ministry in Christian and Catholic values.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

The Parish Manager serves in a key parish management position. The Parish Manager, together with the Pastor, (Deacons) and Pastoral Associate, forms the core management team that ensures that the pastoral and administrative needs of the parish are sustained. When necessary, the Parish Manager will also advise and assist with administrative needs of the affiliated school and/or cemeteries (if applicable).

MINISTRY OF ADMINISTRATION

I. Financial Responsibilities

1. Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly and year-end financial reports for parish and Diocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
3. Prepares, administers and reviews the budget process in collaboration with the Finance Committee, Pastor and other committees. Assists the Finance Committee in presenting the budget to the Parish Council for approval. Attends Finance Council meetings.
4. Monitors the collection, counting, recording and depositing of parish revenue from all sources.
5. Serves as a helpful resource to parish organizations in all financial matters from planning to auditing.
6. Serves as a parish contact with financial institutions and the Diocese.
7. Assists in the planning of financial stewardship and long range planning efforts.

II. Administrative Responsibilities

1. Directs the operation of the parish office. Schedules, supervises and evaluates office staff. Oversees operation of parish office computer and duplicating equipment.
2. Supervises or directs the maintaining of parish membership and sacramental records.

3. Attends staff meetings, Parish Council meetings and other committee meetings appropriate to the position. Attends Diocesan meetings where appropriate for training and development.
4. Administers parish salary and benefit policies as directed by the Pastor, Personnel Committee and Diocese. May serve on search and selection committees.
5. Assists with hiring and selection of personnel in collaboration with the Pastor and Personnel Committee.
6. Coordinates and prepares parish response to liability and legal concerns, in cooperation with Diocesan offices as appropriate.

III. Facilities Management Responsibilities

1. Supervises the maintenance staff and manages major repairs or new construction projects.
2. Negotiates contracts with suppliers and construction firms. Coordinates efforts with Building and Grounds Committee.
3. Schedules use of parish facilities and ensures all liability and maintenance needs are coordinated.
4. Prepares, administers and communicates a parish security policy.
5. Collaborates with the Buildings and Grounds Committee.
6. Responds to and follows up on annual diocesan risk inspections.

IV. Parish Ministry Responsibilities

1. Administers parish business operations according to the parish mission.
2. Participates in parish and Diocesan faith building programs and activities as directed by the Pastor.
3. Understands Catholic social teaching and applies it to parish policies.
4. Maintains confidentiality in all areas of responsibilities.

SKILLS, KNOWLEDGE AND/OR ABILITIES

I. Financial Responsibilities

1. Working knowledge of accounting and record keeping principles and practices.
2. Knowledge of cash flow management.
3. Knowledge and ability in budgetary principles including Diocesan regulations.
4. Ability to maintain accurate collection and deposit records.
5. Ability to communicate and offer assistance to parish staff and organizations.
6. Ability to represent the parish to outside business and organizations.
7. Knowledge of fund raising and long range planning techniques.

II. Administrative Responsibilities

1. Ability to supervise clerical and administrative assistant positions. Working knowledge of computer operations and parish office equipment.
2. Knowledge of Diocesan record keeping requirements.
3. Ability to work cooperatively with small groups of volunteers.
4. Knowledge of personnel policies and procedures.
5. Knowledge of personnel selection procedures including legal requirements.
6. Awareness of liability and litigation procedures and ability to respond to federal, state and local laws. Knowledge of Canon Law helpful but not required.

III. Facilities Management Responsibilities

1. Ability to supervise maintenance staff and basic knowledge of parish physical plan equipment and security technology.
2. Knowledge of work contracts and purchasing guidelines.
3. Skill in developing and implementing a facilities use schedule.
4. Ability to work with small groups.

IV. Parish Ministry Responsibilities

1. Knowledge of parish mission statement and ability to apply it to actual situations.
2. Ability to project a faith-filled presence.
3. Knowledge of Catholic social teaching and ability to apply it to actual situations.
4. Ability to maintain confidentiality.

EDUCATION, TRAINING AND/OR EXPERIENCE

College graduate or its equivalent required. Major in Business Administration, Accounting or Finance preferred. Minimum of three years of experience in business or management preferred. Computer skills and knowledge of accounting required. Supervision experience preferred. Knowledge and understanding of the Catholic Church and its mission required. Bi-lingual in English and Spanish highly preferred.

WORKING ENVIRONMENT

Occasional evening work may be required.

NOTES:

Other typical titles include Parish Coordinator, Business Administrator, Parish Office Manager, Parish Office Coordinator.