

**STATUS:** Exempt, Full-time (25 hours per week)

**REPORTS TO:** Pastor

**GENERAL DESCRIPTION:** The Parish Business Manager is an administrator supporting the Pastor's administrative responsibilities to the parish, which includes the church and all associated ministries. In collaboration with the Pastoral Advisory Committees/Councils, the Parish Finance Council, and other parish committees/organizations, the Parish Business Manager ensures parish business practices align with the Mission, Vision and Core Values of the parish. Development and implementation of the parish strategic plan is an integral part of this position's responsibility.

**JOB RESPONSIBILITIES:**

**PARISH ADMINISTRATION**

The Parish Business Manager serves as an administrator and advisor to the pastor on business and administrative matters that affect the parish. Sound financial management of the parish's financial resources is a critical component of this position. Detailed responsibilities include:

- Assist the Pastor as needed in the management of parish programs as necessary; Evaluate parish programs with the professional staff
- Ensure effective communication of parish activities, events and notices; coordinate a comprehensive, strategic, integrated communications strategy that includes the parish bulletin; announcements at Mass; signs and banners; and parish web pages and social media platforms
- Suggest strategies for Pastor and applicable committee usage
- Oversee counting and deposit of all parish funds; manage parish banking
- Represent parish to vendors and governmental authorities
- Participate in all parish staff meetings and Finance Council meetings as required
- Attend diocesan meetings as necessary, representing the Parish and the Pastor
- Maintain good working relationships and effective communications between the parish and various outside groups
- Maintain safe environment

**PARISH PHYSICAL RESOURCES**

The Parish Business Manager ensures parish grounds, facilities and property are maintained in good working order and provide a safe, attractive and inviting environment for parishioners and visitors. Detailed responsibilities include:

- Oversee general maintenance and repair of all parish facilities
  - Establish and monitor preventative maintenance programs for buildings and grounds
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- Assure compliance with safety, security, and environmental regulations and practices
- Maintain security of property
- Supervise any major construction, improvement or repair/ capital improvement projects
- Solicit and review maintenance agreements, bids and quotes, makes recommendations to Pastor and Finance Council, negotiate contracts and assures compliance with specifications
- Coordinate procurement and maintain accountability of capital equipment
- oversee the effective use of communications and information technology such as computer networks, AV equipment, parish website, printing & copying, use of social media, telephone system, etc. Computer hardware/network knowledge a plus.
- Oversee utilization and scheduling of Church grounds and facilities; provide setup services when needed if staffing allows
- Recruit and supervise parish volunteers who may work on buildings & grounds
- Security systems, including security guards and video surveillance

## **PARISH HUMAN RESOURCES**

The Parish Business Manager Practices Servant Leadership and serves as the Pastor's "chief of staff" for all Church Exempt and Non-exempt Positions. The Parish Business Manager is responsible for ensuring appropriate human resources are available to support the Pastor's responsibilities in meeting the needs of our parish community. Detailed responsibilities include:

- Coordinate the management of the parish office
  - Coordinate with accounting team, recruiting, hiring and termination of Church employees
  - Develop and implement a comprehensive staff training program including but not limited to: disaster preparedness, employee safety, job-specific requirements, Safe Environment, and operational processes
  - Establishes and maintains evaluation process in compliance with Diocesan norms
  - Recruit, train and supervise parishioners who volunteer for service, including the parish office, building and grounds committee, capital campaigns, stewardship, and special projects.
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