

JOB DESCRIPTION

*Job description created on: May 2017 Revised on:*

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| *Job Title:* ***Parish Administrator*** | *Job Position: Full Time* |
| *Job Holder:*  | *Job Classification: Exempt* |
| *Supervisor: Fr. Peter Schuster* | *Department: Administration* |

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| *Brief Job Description* | Under the general supervision of the Parish Pastor, the Parish Administrator provides leadership to the Church of the Resurrection’s staff and parishioners as follows: draws laity into service in the Church and oversees their work, provides administrative support to parish councils and committees, exercising leadership in the creation and implementation of policies, coordinates the work of the staff, coordinates the parish business affairs and facility maintenances in an efficient and organized manner.  |
| *Main Tasks and Responsibilities* | **Fosters and helps discern current and future ministries for Resurrection parish.*** 1. Actively attends and participates in parish councils/committees/other meetings as assigned.
	2. With Pastor, consults with trustees in setting Pastoral and Finance Council agenda.
	3. Coordinates with Committee Chairs for agenda and special events.
	4. Conducts initial interview with coordinators of potential parish ministries.
	5. Assist in the promotion and care of parish volunteers/coordinators of specific ministries who have received backing from parish leadership.
	6. Oversees Leadership Discernment Day.
	7. Maintains a weekly bulletin column, informing parishioners of current and future issues pertinent to the parish.

**Coordinates the work of the parish staff.** * 1. Supervision of staff from all departments.
	2. Develops and reviews job descriptions annually.
	3. Monitors personnel compensation plans, providing updates on benefit policies and practices.
	4. Works with the Pastor in hiring, discipline, and discharge of employees.
	5. Manages the posting of open job positions, interviewing job applicants, and providing all necessary information to the interview team.
	6. Oversees regular staff meetings.
	7. Plans, coordinates, and/or assists staff with professional growth/staff development opportunities.

**Provides oversight for Budgeting, Bookkeeping and Facilities*** 1. Helps prepare and monitors budget and provides necessary reports to Parish Pastor and committees as needed.
	2. Establishes policies such as, the use of facilities by organizations or individuals.
	3. Consults with property and liability insurance services and follows up on inspection recommendations and/or requirements in collaboration with Maintenance Supervisor.
	4. Supervises and coordinates maintenance and long range planning of physical plant needs, and equipment purchases in collaboration with Building and Grounds Committee.
	5. Provides necessary oversight with bookkeeping practices, monitors bills, timecards, time off request forms.

*This list is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this job position.* |
| *Knowledge, Skills and Abilities Required* | * + A Catholic of good reputation.
	+ Knowledge and understanding of the Roman Catholic Faith.
	+ Knowledge of the principles and practices of non-profit organizations.
	+ Knowledge of community organizations.
	+ Working knowledge of facility maintenance practices.
	+ Skill in conflict resolution.
	+ Ability to translate one’s beliefs into practical ministry.
	+ Ability to facilitate the parish’s Catholic faith vision.
	+ Ability to write, speak effectively, and lead conversations on parish issues.
	+ Ability to work with others in a consulting capacity.
	+ Ability to establish and maintain effective working relationships with other church officials, employees, members, community groups and the public to provide leadership in the Catholic faith.
	+ Ability to plan, organize and implement work effectively.
	+ Ability to formulate policy in line with Catholic doctrine.
	+ Ability to respect the confidentiality of information and the privacy of others.
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| *Education Requirements* | 4 year College Degree; preferably in the fields of leadership, pastoral ministry, or business.  |
| *Experience* | Prior job experience in similar or equivalent role is preferred. |
| *Educational Expectations* | Receive Virtus Training for Trainers Certification Open to attending workshops and conferences for ongoing education in appropriate fields of study as determined by Pastor. |

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| *Reviewed by:* |
| *Approved by:* |
| *Date Posted:* |
| *Date Hired:*  |