

St. Patrick-St. Anthony Parish
Position Description
Parish Administrator

Reports To: Pastor

Exempt - Full Time – Classification M-5

General Description

This position is responsible for the full range of parish life and faith formation (religious education) administrative functions of the parish. This position is the primary assistant to the pastor in the facilitation of Temporal and Pastoral matters. Also serves as the chief Human Resources person for the parish. Operates independently with general oversight from the pastor. Provides multiple liaison functions, collaboration within the community, and assists the pastor with the supervision of all other staff and volunteers.

Major Responsibilities:

1. Collaborates with the Pastor and other staff in implementing the mission of the parish.
2. Assures that an annual budget is prepared for each fiscal year.
3. Serves as the chief Human Resources administrator.
4. Supervises all parish professional staff, support staff, and maintenance staff in conjunction with other supervisory staff.
5. Establishes standards for the maintenance of all parish facilities and grounds in collaboration with the Business Manager.
6. Assures the parish is following diocesan and governmental regulations.
7. Supervises and delegates responsibility for the communication and information systems of the parish.
8. Oversees all major fund-raising campaigns and collection activities of the parish and diocese.
9. Maintain a spiritual and career development path.

Qualifications

1. Minimum of a Bachelor’s Degree in Business Administration or related field.
2. Minimum of three years of experience in the fields of Public Relations and Human Resources.
3. Is an active member of the Roman Catholic Church, living in accordance with church moral teaching.
4. Committed to the Vision, Values, and Mission of the church.
5. A thorough knowledge and understanding of the Catholic faith and the ability to apply it in everyday parish operations.
6. Ability to articulate a personal vision of spirituality, justice and community.
7. Excellent interpersonal and group communication skills.
8. Ability to be flexible in the use of various leadership styles depending on particular situations.
9. Ability to engage in effective conflict management.
10. Previous experience in staff supervision.
11. Ability to lead with professionalism and model excellence in the workplace.
12. Qualified or able to become qualified with all Diocesan personnel requirements.

Approved _____ Date _____
Pastor

Accepted _____ Date _____
Employee

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Major Responsibilities:

1. Collaborates with the Pastor and other staff in implementing the mission of the parish.
 - a. Participates in the comprehensive planning, implementation and evaluation of the parish goals and objectives. (Pastoral Planning)
 - b. Specific focus given to prudent Stewardship of the parish's human, financial, and capital resources.
 - i. Endowment funds
 - ii. Legacy Society
 - c. Facilitates advisory groups; including Finance and Pastoral Councils and Commissions.
 - d. Provides for and facilitates staff (team) and leadership meetings
2. Assures that an annual budget is prepared for each fiscal year.
 - a. Oversees the work of the Business Manager to be sure that an annual operations budget including revenue and expense projections is prepared.
 - b. Assures budget approval of the Pastor and Diocese.
 - c. Delegates purchasing to the administrative staff.
 - d. Manages the Christian Service "tithe" component of the annual budget.
 - i. Determines the annual allocation of our 5% tithe
 - ii. Serves as a primary advocate for our Twin Parish in Haiti.
 - iii. Ensures financial accountability with Haiti.
 - e. Guides the annual Capital Improvement planning.
3. Serves as the chief Human Resources person.
 - a. Assures compliance toward proper hiring and termination practices.
 - b. Administer an annual performance appraisal program.
 - c. Recommends fair pay practices.
 - d. Maintains confidential and complete personnel records.
 - e. Collaborates with the pastor and appropriate Diocesan offices to assure personnel policies and guidelines are just, legal, canonically appropriate and consistent with diocesan personnel guidelines.
 - f. Assures that staff has opportunities for input into decisions being made about personnel policies.
 - g. Oversees the development and implementation of personnel policies.
4. Supervises all parish professional staff, support staff, and maintenance staff in conjunction with other supervisory staff. (The Leadership Team)
 - a. Supervises the Director of Mission and Ministries who is responsible for ensuring leadership development, placement, supervision and management of the Governance Model.
 - b. Maintains the Governance Model of Six Commissions.
5. Establishes standards for all parish facilities and grounds in conjunction with the Business Manager.
 - a. Assures that an annual work plan for improving and maintaining the facilities and grounds is prepared.
 - b. Presents annual work plan to the Finance Council and the Building and Grounds committee.
6. Assures the parish is following diocesan and governmental regulations.
 - a. Is the primary administrator for the Virtus Compliance– Protecting Gods Children, with assistance from program facilitators and the IChat provider. (The bookkeeper)
 - b. Wage and Hour
 - c. Safety/Loss Prevention
7. Supervises and delegates responsibility for the communication and information systems of the parish.

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- a. Maintain consistency in parish newsletters.
 - b. Support initiatives in place with Eblasts.
 - c. Review the development and content of our website.
 - d. Performs “customer service” for the bulletin.
8. Oversees all major fund-raising campaigns and collection activities of the parish and diocese.
- a. Works with the Business Manager to develop best practices to assure that accurate and efficient methods of collecting, accounting, and depositing revenue are secure from all campaigns.
 - i. Catholic Services Appeal
 - ii. Endowment Funds
 - iii. Foundations
 - iv. Capital projects
9. Maintain a spiritual and career development path
- a. Hold membership in important organizational structures:
 - i. International Catholic Stewardship Conference
 - ii. National Association of Church Personnel Administrators
 - iii. Leadership Roundtable
 - b. Collaborate with the Diocese of Grand Rapids
 - i. Local and regional Stewardship Conferences
 - ii. Align with the Catholic Schools initiatives
 - iii. Engage in Strategic Planning as it occurs.
 - c. Engage in at least one retreat experience annually
 - i. Support an annual staff retreat or workshop
 - ii. Attend Diocesan opportunities for continuing education.
 - d. Be aware of the policy manual provisions on “continuing education”.