

ST. MARY CATHOLIC CHURCH

PARISH ADMINISTRATOR: Responsible for overall Administration, Human Resources, Finances

I. General Description

- A. Serves on the Pastoral team with the pastor
- B. Primary areas of ministry
 - 1. Administration
 - 2. Human Resources and staff leadership
 - 3. Finances and stewardship

II. Duties and Responsibilities

- A. Administration
 - 1. Day to day director of operations
 - 2. Office management: chairs weekly staff meetings
 - 3. Serves on Strategic Planning and Marketing committees
 - 4. Conducts administrative affairs of the parish: Parish Pastoral Council meetings, legal affairs, rentals, leases, insurance claims, stocks, endowments, and memorial funds.
- B. Human Resources and staff leadership
 - 1. Oversees all staff personnel: job descriptions, employment agreements and evaluations of employees.
 - 2. Conducts annual evaluation interviews
 - 3. Coordinates process of hiring new employees, employment issues and related issues.
- C. Finance and Stewardship
 - 1. Directs the stewardship program for annual collections
 - 2. Coordinates the financial affairs of the parish: 3-year financial plan, budget, Catholic School Tuition Program, stewardship and financial reports, and accounting functions.
 - 3. Serves on the Finance, Stewardship, and Building & Grounds Committees

III. Qualifications:

- A. General
 - 1. Ability to work in conjunction with the Pastor and the Parish Pastoral Council in the spirit of collegiality and shared ministry
- B. Specific
 - 1. Master's degree in Business Administration or equivalent experience
 - 2. Management and organizational skills
 - 3. Management of annual budget

IV. Accountability

- A. Reports to the Pastor and to the Parish Pastoral Council

*Terms negotiable with right skill set.