

CHURCH OF THE RISEN SAVIOR
Position Description

Date: Updated 11-15-2023

Job Title: Parish Administrator

Reports to: Pastor

Provides work direction to:

- Director of Music and Liturgy
- Pastoral Care Minister
- Faith Formation Coordinator
- Adult Faith Formation and Social Justice Coordinator
- Maintenance Chief
- Director of Communications and Community Life
- Director of Family and Youth Formation
- Latino Ministry Coordinator
- Ministry Associates
- Administration Staff
- Custodial Staff

Receives work direction from: Pastor

Employment Definition: Full-time (40 hours per week)

FLSA: Exempt

Eligible for benefits.

JOB PURPOSE

Coordinate the daily operation of the parish including the direct supervision of all staff including the Directors of Ministries, Ministry Associates, Administration Staff and Custodial Staff. Coordinate various parish activities in conjunction with staff, Parish Pastoral Council, Finance Council, other commissions, and committees.

GENERAL RESPONSIBILITIES

Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and often a higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese. This position does not require that the employee be a Catholic. It is expected all employees respect Catholic doctrine and religious practices.

MENTAL DEMANDS

This position requires initiative, ability to work independently, effective analytical and problem-solving skills, strong organizational skills, and flexibility in meeting multiple, time-sensitive deadlines. This position requires effective interpersonal and customer-service skills in order to support the diverse needs of staff, parishioners, vendors, bankers, etc.

PHYSICAL DEMANDS - Be able to work forty plus hours per week. Be available to work occasional evening and weekend hours. Be able to occasionally lift up to 20 lbs.

REPRESENTATIVE RESPONSIBILITIES

Management Functions

- Work directly with the Pastor to ensure the effective operation and mission of Risen Savior are realized. Provides advice, counsel, feedback, subject matter expertise, and support to the Pastor. Acts as a resource for all matters relating to parish operations. Recognizes and respects the ultimate authority of the Pastor but is able to act independently when appropriate and make decisions that affect all parish operations.
- Manage all paid professional, administrative and custodial employees. Develop annual performance goals, objectives, and action plans, and conduct annual reviews. Provide support, recognition, and encouragement to staff on a regular basis to ensure a positive and productive work environment.
- Partner with leaders of parish consultative bodies, specifically the Parish Pastoral Council, Building and Grounds Committee, and Finance Council to set agendas, lead meetings, develop implementation plans and manage budget considerations to ensure that all initiatives are consistent with parish mission.
- Work collaboratively with the staff liaison(s) assigned to the other various Parish committees and commissions (Lifelong Faith Formation Commission, Social Justice Commission, Sacramental Life Commission, Pastoral Care Commission, Trustees, Community Sharing Commission, and the Latino Ministry).
- Represent Risen Savior in local community and civic forums and ensuring the parish interests are considered when dealing with municipal decisions.
- Work effectively with the Archdiocese to ensure that Risen Savior maintains a productive and respectful relationship with Archdiocesan governance.
- Work closely with and supervise Maintenance Chief and Building and Grounds committee to ensure smooth operation of facilities through the establishment of:
 - Maintenance and janitorial schedules
 - Implementation of Preventative maintenance (PM) schedules
 - Regular inspection of Rectory, Church buildings and grounds for maintenance and safety issues
 - Work with and oversee PACE/PRISM compliance for all on-site vendors/contractors.

Budget Functions

- Work with the Finance Council and staff department heads to develop an annual budget, overseeing the preparation and approval process.
- Work with the parish staff for fiscal accountability by providing monthly reports of transactions, working to ensure that the approved budget is adhered to as strictly as possible.
- Monitor monthly income and expenses, reporting variances to the Finance Council, working with them to develop a plan for corrective action if indicated.
- Work with the Building and Grounds Committee and the Finance Council with bidding and approval for capital improvement projects.
- Develop, organize, and oversee annual pledge drive for contributions and building repair fund.
- Work with Maintenance Chief and Building and Grounds committee to oversee building fund expenditures.

Financial Functions

- Oversee the third-party accounting services provided by Parish Accounting Service Center (PASC) including the processing and recording of all invoices/payments and revenue as well as monthly financial statement preparation.

- Develop and evaluate annual and long-range goals in cooperation with the pastor and Finance Council.
- Prepare the annual report of finances and ministries for the parish and Archdiocese and arrange for an annual review or Agreed Upon Procedures (AUP) every fifth year.
- Attend Finance Council meetings and work collaboratively with its chair to ensure proper review of monthly accounts and year end.
- Work with Maintenance Chief and Building and Grounds committee to develop 10-year maintenance plan.

Administration Functions

- Maintain appropriate insurance coverage and keep the parish current with legal issues and Archdiocesan policies.
- Oversee rental of parish facilities and administration of building use policy.
- Implement long range capital improvement plan.
- Conduct background checks on new employees.
- Ensure PACE/PRISM compliance.
- Oversee Virtus compliance.
- Ensure relevant building and health/safety compliance in coordination with Maintenance Chief.

Human Resources Functions

- Manage employee payroll and benefits, keeping accurate and current personnel files.
- Prepare annual salary and benefit summaries for all staff.
- Assure compliance with civil law and archdiocesan regulations.
- Prepare insurance, archdiocesan and/or federal reports as needed.
- Participate in annual salary survey.
- Keep the employee manual / handbook current.
- Work with staff supervisors in the orientation of new staff members.
- Conduct background checks on new employees.
- Partner with other staff in the hiring of new employees.
- Train / ensure training for all custodial and maintenance staff on SHE (Safety, Health and Environment) topics.

The Parish Administrator must be present and prepared to work on time for all scheduled hours and events. Participate in staff activities appropriate to one's role including, but not limited to, staff meetings, staff events, such as staff retreat days, etc. Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance.

The responsibilities listed above are representative of the job and are not all-inclusive.

Qualifications: The Parish Administrator should possess the following qualifications:

- Personally embraces the Catholic Faith, its teachings and traditions.
- Experience in church administration is preferred but not required.
- Experience in organizational leadership.
- Functional use of the Spanish Language is a plus but not required.

Knowledge, Skills, and Abilities: The Parish Administrator should possess the following knowledge, skills, and abilities:

- A collaborative style of management which is sensitive to the goals of each ministerial area and the ability to interact in a positive, supportive manner with other employees and volunteers.
- Strong leadership skills and the ability to manage and motivate a diverse staff in the successful performance of a wide variety of ministerial and administrative functions through delegation of responsibility, including its accompanying authority, and by performance evaluation.
- Combine innovation and creativity with the ability to analyze and evaluate alternative solutions consistent with the purpose, mission, and objectives of the parish.
- Possess and utilize computer skills including word processing, Excel, QuickBooks, and church database management software.
- Possess a general understanding of accounting and financial statements.
- Establish effective internal financial controls that are monitored on a regular basis.
- A strong awareness of one's own faith journey and an ability to share it.
- Patience with people, flexibility, a sense of humor, an appropriate enthusiasm, and a fundamental optimism in the face of challenges.
- Prudence and good judgment, a reflective thoughtfulness, sensitivity, compassion, generosity, and the ability to be a good listener.
- Ability to work in a sustained systematic way toward the achievement of goals and objectives, self-starting, and organized.
- Intuitively know how to get groups to work together.
- Actions and decisions based on the highest level of ethical standards.
- Regularly review Paystub through Paycor.
- Select and monitor personal benefits through Benefitfocus.
- Select 403B contributions through Transamerica.
- Keep current with Catholic Mutual and Safe Environment policies.

EMPLOYEE: I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description may change.

Signature

Date

SUPERVISOR: I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date