

Diocese of Sacramento Job Description

PARISH:	St. Lawrence the Martyr Church	POSITION STATUS:	Part-time
POSITION:	Parish Business Manager	WORK SCHEDULE:	20.0 Hrs. Wkly.
CATEGORY:	Non-Exempt		12 Months

SUPERVISOR: Pastor

JOB SUMMARY: The Parish Business Manager serves as the managerial resource in support of the pastor. The Parish Business Manager has direct responsibility for all parish administrative functions to include but not limited to parish policies and administrative procedures; supervision; coordination; finance; facilities and grounds; human resources management; parish programs and ministries; research and evaluation; resource development; conflict resolution and other functions necessary to maintain a responsive parish to the Bishop and the parish community. The Parish Business Manager works independently and meets with the Pastor to review parish goals, priorities, work results and to discuss solutions to any challenges facing the parish.

ESSENTIAL FUNCTIONS: The Parish Business Manager applies professional skills, knowledge and abilities in the administration of the parish and works independently without specific direction using considerable judgement, tact and effective communications modalities. The Parish Business Manager collaborates with and advises the Pastor as necessary.

Financial Responsibilities:

- Responsible for maintaining internal control systems to safeguard parish assets and ensure the efficient stewardship of parish resources including an appropriate risk management program.
- Prepare, administer and review the budget process in collaboration with the pastor, the Finance Council and the Parish Council.
- Act as parish liaison with the diocesan office in financial matters including any requests for parish expenditures of more than \$15,000.00.
- Coordinate and review parish ministries/organizational group's funds.
- Review and recommend approval of all requests for purchases.

Developmental Responsibilities:

- Direct efforts to establish principles of stewardship in the parish.
- Coordinate fundraising efforts, planned giving, and endowment with diocesan support.
- Participate in planning for future renovation, deferred maintenance and new parish facilities.

Administrative Responsibilities:

- Direct the operation of the parish office, schedule staff, supervise and evaluate all personnel.
- Maintain the required human resources files and records.
- Establish and maintain a yearly evaluation process for all staff. Present reports to the pastor.

- Oversee the operation of parish office technology and equipment.
- Maintain and chair all staff meetings and other committee meetings appropriate for the position.
- Establish guidelines for volunteers.
- Develop and maintain an ongoing maintenance plan for the parish facilities.
- Direct and maintain an effective program for recruiting, hiring, evaluating and terminating of personnel in collaboration with the diocesan human resources office and the Pastor. Recommend to the Pastor decisions regarding personnel, with the Pastor making the final decision on all hires and terminations.
- Maintain an effective and responsive diocesan Safe-Environment program and protocols to safeguard parish children.
- Maintain a schedule for volunteers or staff to open and close the facilities.
- Ensure the parish is in compliance with Diocesan policies.
- Collaborate with the Parish Council and Parish Finance Council.
- Prepare reports monthly, annually, or as needed, for the parish community concerning finances and the general administrative-state of the parish.

Parish Ministry Responsibilities:

- Direct the parish consistent with the Pastor's goals and with the parish mission.
- Engage in parish and diocesan faith-building programs and activities.
- Understand Catholic social teaching and apply it to parish policies, procedures and priorities.
- Maintain confidentiality in all areas of responsibilities.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in accounting, finance, administration, management, supervision or the equivalent.

Experience: Three years of increasingly responsible managerial or professional experience in accounting, management, supervision or program administration.

Knowledge/Skills/Abilities: General knowledge of the Church's mission in the Diocese of Sacramento; practicing Catholic with knowledge and understanding of the Catholic Church; knowledge and use of general accounting methods, practices and principles; personnel management concepts, general record keeping; report writing; ability to make oral reports; bilingual in Spanish; correct English usage, grammar, spelling, and punctuation; effective telephone skills; ability to counsel and advise personnel; understanding of conflict-resolution principles; general use of computers and office software programs; methods of facility and grounds administration; knowledge of basic research and program evaluation methods; knowledge of development and fundraising concepts; work well with the pastor, personnel and the general parish community; work and use independent judgement.

Employee Signature

Date

Supervisor Signature

Date