

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	PARISH
POSITION:	DIRECTOR OF PARISH OPERATIONS
CATEGORY:	EXEMPT FULL TIME

SUPERVISOR: Pastor

JOB DESCRIPTION: The Pastor is the authoritative representative of the parish, the chief administrator and legal representative of the parish (Canon 532). In this capacity the many needs of a faith community are often greater than one person is able to serve. As the authoritative representative of the Parish, a Pastor may employ a Director of Parish Operations to assist him in fulfilling his responsibility for the leadership and sound financial management of the Parish and parish related organizations. The Director of Parish Operations supports the Pastor by assisting him with the implementation and maintenance of financial and personnel policies and procedures required by the Diocese and by civil law. The Director of Parish Operations, who supports the Pastor in fulfilling his many responsibilities, provides leadership and management and resource development in temporalities and administration.

ESSENTIAL FUNCTIONS:

I. Financial Responsibilities:

- Maintains accuracy of all financial files and records and establishes a responsible cash flow management system.
- Prepares, administers and reviews budget process in collaboration with finance council.
- Acts as liaison between the parish and the diocesan finance office in financial matters including any requests for approval of parish expenditures of more than \$15,000.
- Maximizes cash management resources.
- Coordinates and review parish organizationsø funds.

II. Development Responsibilities:

- Directs efforts to establish principles of stewardship in the parish.
- Arrange fundraising efforts, planned giving and endowment.
- Participates in planning for future parish facilities.

III. Lay Personnel Responsibilities:

A. Personnel

- Establishes and maintains evaluation process.
- Administers salaries and benefits programs.
- Supervises secretaries, clerical aides, financial staff and maintenance staff.
- Participates in the recruiting, hiring and termination policies of the diocese in collaboration with the Pastor.
- Develops, facilitates, and coordinates communication systems.

B. Volunteer resources

- Coordinates Ministries
- Ensures good communication between and among ministries
- Assists in recruiting for leaders of ministries
- Assists in recruiting for members of new ministries

IV. Physical Resources Responsibilities:

- Supervises any major repair.
- Solicits and reviews bids and quotes and negotiates contracts.
- Establishes and monitors preventive maintenance programs for all properties.
- Maintains security of property: alarm systems, key files, event security, etc.
- Ensures that the parish is in compliance with Diocesan policies regarding temporalities.

V. Administrative Responsibilities:

- Completes and implements as needed a review of parish operations, a reorganization of parish operations which maximizes productivity and efficiencies and the use of volunteer staff.
- Directs the management of the parish office.
- Administers Parish Budget.
- Oversees the management of the parish records.
- Coordinates parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Ensure that Diocese of Sacramento safe-environment protocols are in place and followed.
- Maintains good working relationships, and effective communications between parish community, various groups and outside authorities.
- Attends pastoral staff meetings, Pastoral Council meetings, Parish Finance Council meetings and CSAC meetings if there is a parish school.
- Attends diocesan meetings, as necessary, representing the parish and the Pastor.
- Consults with and advises the Pastor on business and administrative matters that affect the parish.

MINIMUM QUALIFICATIONS:

Education: College degree desired and/or five years business experience.

Experience: Formal studies in scripture, liturgy, ecclesiology, morality, parish ministry desirable.

Skills / Knowledge:

- A practicing Roman Catholic participating in a parish with an informed understanding of Vatican II and how it applies to the mission of a parish.
- Knowledge of accounting principles and practices
- Excellent interpersonal communication skills.
- Supervisory ability.
- Good organizational skills and ability to manage.
- Good record keeping skills with knowledge of Quick Books Pro, Word, Word Perfect, Excel.

- Good facilitation skills.
- Ability to present oneself professionally.
- Ability of maintain confidentiality.
- Ability to prioritize and to be flexible.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

Employee Signature

Date

Supervisor Signature

Date