

**St. Charles Borromeo Parish**  
**Position Description**  
**PARISH ADMINISTRATOR**  
**1/27/2012**

REPORTS TO: Pastor

GRADE: 15

**POSITION PURPOSE:**

The person in this position assists the Pastor

- (1) by ensuring the coordination and integration of the support tasks necessary for the well being and growth of the parish and school.
- (2) by being a member of and reporting to the Finance Council on all Financial and related issues and as requested make reports to the School Commission and Parish Council.

This will involve

- (1) the coordinating and managing the day to day tasks and annual assessment and effectiveness of the Front Office, the Bookkeeping Office, the Maintenance Staff and Technology Department along with the annual personnel review of staff fulfilling the responsibilities of these areas.
- (2) the development of the parish's long range plans, and
- (3) working with the Pastor in developing Stewardship as a Way of Life

In addition the person in this position will

- (4) be the primary liaison with the Pastor, Principal of the School and the Development Office for all fiscal issues.
- (5) be the convener of the Safety Committee, the Building and Grounds Committee, the Capital Project Steering Committee, and
- (6) ensure that all Archdiocesan Human Resource Policies and procedures are followed.

**A) MAJOR DUTIES AND RESPONSIBILITIES;**

- 1) In cooperation with the Pastor promote Stewardship as a Way of Life for both parishioners and the parish itself.
- 2) In cooperation with the Pastor develop a draft of a long range (4 year) plan for the parish which will be presented to both the Finance and Parish Councils and the Pastor for final approval. Such a plan will include projected operating costs as well as future major maintenance and capital needs.
- 3) The **Parish Administrator** will direct and work with Front Office Staff: This will include meeting regularly with the Front Office staff to ensure that their particular tasks are accomplished in a timely way and that their suggestions, recommendations and needs are attended to.

- 4) The **Parish Administrator** will direct and work with the Bookkeeping Office:
  - a) This will include meeting regularly with the Bookkeeping staff to ensure that their particular tasks are accomplished in a timely way and that their suggestions, recommendations and needs are attended to.
  - b) Ensuring that the annual Parish Stewardship drive is conducted.
  - c) Ensuring that the annual Archdiocesan Capital Appeal is conducted.
  - d) Ensure that all Capital Campaigns and other Fund Raising efforts in the parish and school are coordinated.
  - e) Preparing a draft of the annual budget, monitoring monthly revenue and expenses and monthly meetings with the Parish Finance Council.
  - t) Ensures that all annual contracts are properly reviewed for need and cost effectiveness and paid for as required.
  - g) Acts as the primary signer for checks and makes necessary bank deposits.
  
- 5) The **Parish Administrator** will direct and work with the Maintenance Staff
  - a) This will include meeting regularly with the Maintenance staff to ensure that their particular tasks are accomplished in a timely way and that their suggestions, recommendations and needs are attended to.
  - b) Ensures that proper daily and annual maintenance and security matters are accomplished both for buildings and grounds.
  - c) Maintains a record of keys and their distribution.
  - d) Ensures that all approved major maintenance and capital projects are completed as contracted for.
  - e) Ensures that proper records are maintained with regard to maintenance inventory and completed projects.
  
- 6) The **Parish Administrator** will direct and work with the Technology Staff
  - a) This will include meeting regularly with the Technology staff to ensure that their particular tasks are accomplished in a timely way and that their suggestions, recommendations and needs are attended to.
  - b) Ensures the proper integration and update of computer, phone, security cameras and other equipment, e.g., copiers are contracted for and working properly.
  
- 7) The **Parish Administrator** will be the primary liaison for all financial matters with the School Principal and the School's Development Director.
  
- 8) The **Parish Administrator** will convene various committees such as the Safety Committee, the Building and Grounds Committee and when necessary the Capital Project Steering Committee.

- 9) The **Parish Administrator** will ensure that Archdiocesan Human Resource policies and procedures are followed particularly with regard to advertising for positions, hiring, probations, terminations and the proper recording and tracking required by the Archdiocesan Safe Environment Program.

**B) Other Responsibilities:**

- 1) Other temporary responsibilities as determined by the Pastor necessary for the well functioning of the parish will be assigned to the PA for Stewardship and Administration.

**C) General:**

The Pastoral Assistant for Stewardship and Administration will be responsible for :

- 1) Maintaining a current level of knowledge and skills required to function in this position. This is accomplished by reading and attendance at workshops and conventions. Incumbent also participates in regional, national and Archdiocesan professional organizations as appropriate.
- 2) Developing and implementing plans to recruit, train and supervise volunteer personnel necessary to assist in carrying out specific tasks (such as minor repair jobs or service on a particular committee) appropriate for volunteers.
- 3) Ensuring the development and maintenance of required records and data to assist in the evaluation of the effectiveness of each activity and/or program as a whole.
- 4) Assuring an adequate parish and school budget is prepared and submitted in a timely manner. When the budget is approved, monitors monthly expenses and revenue; authorizes all expenditures for that budget.
- 5) Collaborating, when appropriate, with the leadership of neighboring parishes and the deanery to provide the most effective program for parishioners.
- 6) Ensuring that programs developed for parishioners are consistent with Archdiocesan and Universal Church norms.

Signed by: \_\_\_\_\_  
(Incumbent)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Pastor)

Date: \_\_\_\_\_