

THE CHURCH OF ST. ODILIA

3495 North Victoria

Shoreview, MN 55126

POSITION DESCRIPTION

Position Title	Parish Administrator		
Effective Date	February 2021	FLSA Status	Exempt, Executive
Reports To	Pastor	Full Time	40+ hrs per week, 12 months
Direct Reports	Parish Accountant, Facility Manager, Development Coordinator, Administrative Assistant – Records and Communications		
Receives Work Direction From	Pastor, Parish Trustees as delegated by the pastor.		
Provides Work Direction To	Department Team Leaders regarding budget, human resources, financial matters, and alignment with parish mission.		
Collaborates With	Parish Leadership Council, Ministry Area Councils		
Schedule Details	This is a 12 month, full time position Monday – Friday during parish office hours. Schedule includes two Tuesday evenings per month with the potential for other periodic evening and weekend work, depending on program and committee schedules.		

Catholic Community of St. Odilia Mission Statement

We are a Catholic community of faith that welcomes every person to grow in holiness and draw closer to Jesus Christ through:

- Worship and Evangelization
 - Faith Formation and Education
 - Works of Charity and Justice
- ...every day and at every stage of life

Working for the Catholic Church

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. This position requires that the employee be a practicing Roman Catholic.

Position Summary

The Parish Administrator supports the ministry of the pastor through administrative leadership of the entire parish organization to ensure alignment with the parish mission and the pastor's stated intentions. This position collaborates with and provides leadership to all ministry area staff, with specific oversight regarding the financial processes of the parish, management of parish property, and administration of operational and employment procedures for the parish and enables all parish ministries to function effectively. This position serves as a responsive administrative liaison between the pastor and all staff.

Essential Functions (in order of priority)

<p>Vision, Leadership and Planning</p>	<ul style="list-style-type: none"> • Serve as a member of the Parish Leadership Council (PLC) Executive Committee, collaborating with the pastor, trustees and PLC Executive Committee members. Recognize and respect the ultimate authority of the pastor who delegates and encourages independent decision-making and action when appropriate. • Define strategic goals for staff ministry departments and Ministry Area Councils (MAC). Provide guidance and leadership to the individual ministry area leaders to achieve the parish goals. • Assist in maintaining strong membership on leadership councils. • Lead, guide, coach direct reports and be available to lead all staff as appropriate. Assists them in developing annual performance goals, objectives, and action plans to carry out the mission of the parish and create a positive and productive work environment. • Serve as the Archdiocesan liaison in matters of parish administration.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Assist the pastor in overseeing all financial aspects of the parish including financial planning, investment strategies, banking relationships, budgeting, insurance and risk management, and stewardship. • Work with department leaders to establish department/ministry area budget and then develop a consolidated budget allocating resources as needed and available. • Prepare and oversee grant requests and proper use of grant funds. Identify and apply for government funding, as opportunities arise. • Oversee Financial reporting to parish and Archdiocese <ul style="list-style-type: none"> ○ Review monthly financial reports ○ Prepare annual financial report to parish (Annual Report) and archdiocese (APFR) ○ Lead work associated with periodic AUP or Audit • Manage banking relationships (deposit accounts and loans) and review investment activities in compliance with Investment Policy. • Ensure compliance with Archdiocesan policies, procedures, and requirements related to finances.
<p>Human Resources Management</p>	<ul style="list-style-type: none"> • Serve as the primary resource to all staff in area of human resources, including personnel planning, recruitment, hiring, discipline, and termination. • Establish, update, and maintain personnel policy and procedures as documented in the Employee Handbook. • Determine staff compensation in consultation with pastor, overseeing salary and benefits program for all personnel. Establish benefit cost sharing plans in line with parish budget • Conduct annual performance evaluations with supervised staff and oversee review process for all employees. • Maintain personnel files for all employees. • Oversee payroll withholding and benefit billing accuracy.

Technology and Infrastructure	<ul style="list-style-type: none"> • Manage third-party vendor support for enterprise-wide technology infrastructure including computer and network systems, hardware, and software. • Oversee and assign system access including user IDs and email accounts. • Oversee technology currently in place and recommend improvements or additions when necessary or appropriate.
Stewardship and Development	<ul style="list-style-type: none"> • Manage development efforts in support of annual giving, endowment and capital campaigns, planned giving programs, special projects and other fund-raising activities for the entire organization.
Communications and Marketing	<ul style="list-style-type: none"> • Develop parish-wide communication and marketing plans, leveraging technology platforms to reach parish community. • Manage website and bulletin agreements/licenses. • Provide oversight and review of information being published to ensure alignment with parish goals and mission.
Facility Management	<ul style="list-style-type: none"> • Provide direction for the development of facility plan to identify needed capital improvements and ensure ongoing preventive maintenance and safety. • Approve all bids and contracts for major building maintenance and expansion. • Review facility use and scheduling, ensuring facility use agreements are developed as appropriate. • Ensure that The St. Odilia Prayer Garden is operated and maintained in accordance with applicable codes and regulations. • Execute and administer facility lease agreements such as lease agreement with St. Therese Collaborative, LLC.
Governance, Compliance and Contract Management	<ul style="list-style-type: none"> • Conduct contract review in compliance with Catholic Mutual requirements for all contracts, serving as pastor's designee for contract signing. • Ensure adherence and review of Council Constitution and Bylaws (PLC, Finance Council and School Council). • Ensure compliance with Archdiocesan policy for initiatives requiring Corporate Board approvals. Draft proxy requests and maintain all records regarding such approvals. • Prepare annual PACE/PRISM report to Catholic Mutual for General Insurance rate credit. • Review speaker, performer and other independent contractor agreements. • Implement OPCY/OMSSE protocols and ensure compliance by volunteers and staff. Prepare annual Safe Environment Report.

General Expectations of Employment

Be present and prepared to work, on time, for all scheduled hours and events. In word and action, consistently exhibit the qualities of an effective church staff team member. Participate in staff activities appropriate to one's role including but not limited to staff meetings, shared ministry celebrations, staff team-building events such as staff retreat days, etc. Engage in self development activities such as personal reading, networking and continuing education as appropriate to one's role and accountabilities.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required to the position. More detailed listings of duties and tasks may be outlined in supplemental documents

Due to changing parish needs and/or structural organization, it is likely that this job description may require modification. It is the desire of the Church of St. Odilia that any such modification be made by mutual consent. However, it is understood that the needs of the parish community must take priority in any such modification.

Performance will be measured against the functions described within, compliance with parish policy and procedures, and progress toward and completion of mutually agreed upon annual personal goals and objectives.

Qualifications/Skills

1. B.A in Business Administration, Finance, or related field. Master's degree desirable.
2. Five years or more of experience working in parish operations, non-profit organizations or other relevant business experience.
3. Understanding of Archdiocesan policies regarding personnel, financial controls, insurance requirements, and reporting desired.
4. Practicing Roman Catholic
5. Ability to satisfactorily pass a criminal background check and acceptable credit report.
6. Excellent computer and communication skills

Physical Requirements

1. Ability to sit or stand for long periods of time.
2. Ability to lift 25 lbs. (office materials, program supplies, etc.).
3. Ability to work long hours on occasion.
4. Ability to work some evenings and some weekends.

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Ability to conduct and oversee staff performance reviews and provide feedback in a positive and helpful manner.
4. Strong communication skills that articulate the parish mission and invite others to participate.
5. Effectively able to address conflict and provide inspiration.
6. Enthusiastic, self-motivated and able to work without supervision, but obtaining direction when needed.
7. Strong interpersonal skills
8. Respect the need for confidentiality

SIGNATURES:

Employee: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of the position explained to me. I understand that as the parish’s needs change, my job description may also change.

EMPLOYEE SIGNATURE **DATE**

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the qualifications required for this job and the responsibilities of performing same.

SUPERVISOR SIGNATURE **DATE**
Fr. Phillip J. Rask, Pastor