

**ST. LUKE THE EVANGELIST
ST. MICHAEL THE ARCHANGEL FAMILY OF PARISHES
JOB DESCRIPTION – PARISH MANAGER**

I. IDENTIFYING INFORMATION

Position Title: Parish Manager
Status: Full-time
Reports to: Director of Administration

II. PRIMARY FUNCTION OF THIS POSITION

The Parish Manager is an administrator in support of the Pastor's responsibilities to the parish. This administrator is a steward of the physical, financial, health & safety and personnel resources of the parish.

III. POSITION CONTENT

A. Financial Responsibilities

- Work in conjunction with the Finance Manager to ensure accuracy of all financial files and records
- Work in conjunction with the Finance Manager to collect relevant information for the yearly budgeting process
- Count the weekly collection with the collection counting team of volunteers
- Manage, process, and order Sunday giving envelopes
- Other duties as assigned by the Pastor and Director of Administration
- Learn to process payroll via Paylocity

B. Personnel Responsibilities

- Assists Pastor, Director of Administration and the School Principal in hiring staff
- Handles all new employee on-boarding and training.
- Responsible for management of progressive discipline as outlines in the policy handbook
- Administers benefits programs such as open enrollment.
- Supervises administrative and maintenance staff
- Participates in writing and maintaining the Human Resource Policies & Procedures Handbook for SMAFP
- Plans and chairs the St. Luke bi-monthly staff meeting

C. Administrative Responsibilities

- Directs the management of the parish office
- Oversees the management of the parish records including but not limited to membership via the approved database

- Coordinates parish property, liability, and workers' compensation insurance within the Archdiocesan general insurance programs
- Maintains good working relationships and effective communications with parish community, various groups, and outside authorities
- Attends all pastoral staff meetings and relevant commission meetings as necessary
- Attends all archdiocesan meetings, as necessary, representing the parish and the Pastor
- Consults with and advises Pastor, Principal, and Family Leadership Team on business and administrative matters that affect the parish and school
- Negotiates and manages all parish contracts, working with Archdiocese as necessary
- Plans and executes the annual parish picnic

D. Facilities Management Responsibilities

- Supervises any major construction, improvement, or repair, coordinating with Archdiocese if necessary
- Solicits and reviews bids and quotes and negotiates contracts
- Responsible for all purchasing of all supplies needed for staff, offices, and various groups and meetings
- Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
- Maintains security of property, e.g. buildings, keys, files
- Member of all parish committees pertaining to construction; participating on Building & Grounds Committee
- Controls use of parish facilities by various groups
- Manages all building management systems, e.g. HVAC controls, building door locks, fire security systems, and video security programs

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

PHYSICAL DEMANDS:

- Must be able to stand, sit and walk for extended periods
- Must be able to lift and carry twenty-five (25) pounds on an occasional basis
- Must be able to use a personal computer, telephone and other office equipment
- Must be able to bend and reach as necessary
- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Must have good organizational skills

- Must have good record-keeping skills
- Must have computer skills necessary to manage parish systems
- Must have good quantitative analytical skills
- Must have good facilitation skills
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality
- Must have ability to prioritize and to be flexible
- Should have supervisory experience

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- College degree desired and/or five to ten (5-10) years business experience

VI. WORKING ENVIRONMENT

This position may require frequent evenings and/or weekend work and an unpredictable schedule.

Employees of Saint Luke the Evangelist Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Saint Luke the Evangelist Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date