**Parish Office/Facilities Manager**

**Parish Office/Facilities Manager – July 2024**

**Purpose and Scope**

The Parish Office/Facilities Manager supports the Pastor and staff by administering the parish office, including management of the parish calendar and operations, and oversight of facilities. He or she must be an ideal team player: willing to do whatever is necessary to help the parish thrive and fulfill its mission of *gathering to worship God and to serve the needs of His People.* More specifically, the successful candidate is responsible for supervising all office operations, finance, and facilities management. The successful candidate should be people-smart, assertive, highly organized; capable of communicating with clarity, and working well with a wide array of personalities.

**Essential Job Functions**

**Financial/Human Resources**

· Oversees parish office operations, ensuring compliance with diocesan policy and procedures.

· Helps facilitate the budget process in collaboration with the Pastor, Finance Coordinator, and Finance Council.

· Oversees employee policies and procedures, benefits, evaluation procedures, training, employee relations, employee files and compliance with Federal and State laws.

· Oversees the compliance with Diocesan requirements of background checks for employees, Safe Environment Training, and other requirements mandated by the Diocese.

· Works with bookkeeper to submit bills for payment, prints and mails checks.

· Submits payroll for processing

**Facilities Management**

· Coordinates general operation of the Parish, develops and oversees use of facilities, rental agreements and calendar planning.

· Keeps the community informed of mass schedule changes, and various other needs.

· Provides support for staff and volunteers as needed.

· Purchases and maintains facility equipment and maintenance needs. Researches vendors and negotiates contracts with suppliers.

· Coordinates, facilitates and supervises operation and maintenance of buildings, grounds, equipment and furnishings, reviews bids and contracts for renovation and maintenance projects.

· Willingness to be on call for facility emergencies.

· Coordinates all matters regarding liability, insurance and safety in the Parish.

**Parish Operations**

· Manages the office and ensures a positive work environment.

· Attends all Pastoral Council and Finance Council meetings for each parish, act as secretary and distribute communications as needed

· Attends all Liturgy Planning and Long Range Planning Committee Meetings at St. James

· Sells plots, maintains maps, arranges for plots to be dug and footers to be poured at each parish

· Communicates and coordinates with Funeral Ministries as needed

· Helps Pastor and leadership team oversee event and vision planning for the parish.

· Develops job descriptions, helps to hire, supervises, and evaluates facilities, operations, and support staff.

· Maintains and oversees parish calendar and room/facilities requests.

· Oversees the communication between staff, ministry leaders, and parishioners of parish activities and events.

· Maintains confidentiality in all areas.

· Acts as a point person for running the sound system, PowerPoint and livestream

· Maintains church website and assists in preparing weekly homily for website

· Performs any other job-related duties as requested by Pastor.

**Knowledge, Skills and Abilities Preferred**

· Extensive understanding of Roman Catholic Church structure and teachings.

· Ability to read, write and speak English.

· Prior experience in hiring, supervising and coaching employees and volunteers to perform to the best of their abilities.

· Excellent communication and interpersonal skills.

· Ability to organize, work independently, set schedules, prioritize tasks, and work with other members of the staff in a team setting.

· Intermediate to advanced skill level in computer software applications, including spreadsheets, word processing and database programs (Publisher, Excel, Word), and the ability to learn new software.

· Proven leadership and management skills.

· Ability to facilitate meetings.

· Ability to administer employee benefits programs.

· Ability to delegate responsibilities and empower others.

**Minimum Qualifications**

· Bachelor’s degree in Business(preferred) or equivalent experience.

· 3-5 years work experience in a similar field preferred.

**Work Environment**

· This position operates in a professional office environment.

· This position requires the routine use standard office equipment such as computers, software systems, phones, photocopiers, filing cabinets.

**Physical Demands**

This is partially a sedentary role; however, some hands-on facility work is needed as well as overseeing and investigating facilities and campus grounds will be required.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Type: Full-time

Salary: From $44,000.00 per year

Benefits:

· Dental insurance, Life insurance, Paid time off, Retirement plan, Vision insurance

Schedule: · 10 hour shift, 4 days a week

Interested persons should fill out the attached application and send it with a resume and cover letter to priest@stjamescatholicparish.org