

St. Michael Parish Manager

JOB OBJECTIVE

The parish manager is to provide leadership and day-to-day supervision of the temporal affairs of the parish in such a way as to enable the pastor to concentrate on the spiritual affairs of the parish.

The parish manager understands the necessary approval from the pastor in concert with the policies, procedures and guidelines set forth by the diocese regarding financial and temporal transactions.

The position calls for coordination with other members of the staff and volunteers, participation in staff planning and operational meetings and significant dialogue with the pastor so that he is fully apprised of matters being considered and acted upon by the parish manager.

The manager must be sensitive to the nature of information he has access to and must treat it confidentially

Responsibilities

- Responsibility for supporting the pastor in enhancing and perpetuating the parish's culture of stewardship and for creating and maintaining an open and hospitable atmosphere for all parishioners.
- Direct responsibility to the Pastor for the fiscal and operational health of the parish
- Liaison with various lay and volunteer organizations within the parish to ensure connectivity between the parish mission and these organization
- Monitor the parish's employment policies to be certain that it complies with all laws concerning health and safety standards, employment of minors, and with diocesan employment policies regarding employee benefits.
- Assist in preparation of an annual budget for the parish.
- Assist in financial software conversion
- Supervise the Capital Campaign financial collection and reporting
- Liaison between architect, contractor, building committee and pastor

Physical Plant Operational Duties

- Supervise the activities of all parish maintenance and inspects all completed maintenance and repair projects.
- Obtain competitive prices and purchase maintenance supplies from vendors offering the best quality items for the most reasonable price.
- Supervise new construction on the parish grounds and liaison between the architect, contractor, building committee and pastor
- Be certain that all procedures followed in connection with repair, renovation, and construction projects conforming to the policies, procedures, and guidelines for diocesan capital projects. This would include real estate and insurance transactions.
- Monitor parish's compliance with diocesan policies regarding real estate, insurance, capital projects, etc.
- Conduct an ongoing inspection of parish grounds and buildings to ensure that the property is maintained in a safe and aesthetic manner.
- Responsible for insuring limited maintenance (painting, repairs, landscaping)

Other

- Will report to the parish council
- Position renewable yearly