

**HOLY REDEEMER CATHOLIC CHURCH
EVANSVILLE, INDIANA**

Coordinator of Parish Operations

STATUS: Full-Time, Exempt

REPORTS TO: Pastor

SUPERVISES: Parish Office Staff & Maintenance/Janitorial Staff

MEMBER OF: Parish Staff, Parish Council, Finance Commission, School Commission, Strategic Planning Steering Committee, and other committees when necessary, especially to represent the parish at diocesan administration meetings

PRIMARY SCOPE: Administration in support of the pastor's responsibilities to the parish. This position provides stewardship of the physical, financial and personnel resources of the parish.

I. GENERAL RESPONSIBILITIES:

1. Be a Catholic in good standing with the Church and a person striving to live the values of Christian servant leadership..
2. Responsible for the day-to-day management of the non-spiritual aspects of the Parish including administration of all financial programs.
3. Work closely with the Pastor to assure his business requirements are implemented.
4. Works closely with the School Principal to support management of the School.
5. Work with Parish Council and other commissions to assure parishioners are empowered and involved in decision-making and leadership.

II. DUTIES AND RESPONSIBILITIES:

1. Oversee the parish budget and finances in a manner reflecting Christian values and Gospel imperatives, maintaining accuracy of all financial files and records, and establishing a responsible cash flow management system
 - a. Coordinate and review parish organizations funds and financial accounts

2. Foster within the parishioners an understanding of Christian stewardship as the primary vocation of living the Gospel.
3. Provide proper and appropriate tools, information, and support to Pastor/Principal and Staff so that they may be effective parish leaders.
4. Provide oversight that all financial activities are carried out with due diligence.
5. Is responsible for the communicating of financial information to the parish through the annual reports, bulletin, newsletter and stewardship campaign.
6. Prepares and disseminates financial reports, agendas and support material to the Finance Commission for monthly meetings, understanding trends in order to be able to explain change points
7. Oversees the stewardship of Time, Talent and Treasure Campaigns.
8. Manage parish investments, endowments, memorial contributions, and tithing.
9. In conjunction with the Finance Commission creates all short and long term financial planning for the parish and school.
10. Oversee the annual Catholic Parishes Campaign (CPC).
11. Provide oversight that fundraising and volunteer activities be accomplished in an effective manner.
12. Serve as purchasing agent for parish and school.
13. Oversee the management of parish records
14. In consultation with the Pastor, handle all legal issues affecting parish and school personnel, and parish business.
15. Act as liaison between the parish and the diocese in financial matters.
16. Coordinate parish liability, property insurance and workers' compensation with the diocesan general insurance program
17. Recruit and hire employees (excluding teachers) for the Parish.
18. Establish and maintain a personnel evaluation process.

19. Administer salaries and benefits programs.
20. In collaboration with the pastor, establish and implement personnel policies,
21. Supervise all Parish office & custodial/janitorial staff.
22. Coordinate maintenance of all facilities and grounds on the campus in particular major construction, improvements or repairs, soliciting and reviewing bids/quotes and negotiating contracts.
23. Maintain security of property (keys, files, etc)
24. Collect rental and insurance fees and oversee lease/rental agreements of Parish property.
25. Organize the collections of funds owed by school families and parish members
26. Provide for collection of and follow up of the parish school tuition and fees.
27. Manage the school financial aid program.
28. Maintain good working relationships, effective communications between parish community, various groups and outside authorities

III. CONTINUING EDUCATION

The Parish Administrator shall continue his/her education through attendance at appropriate seminars and courses.

IV. QUALIFICATIONS

1. Strong commitment to the Catholic faith and the mission of the Catholic Church.
2. Bachelor or Masters in Business Administration or equivalent experience.
3. Knowledge of financial accounting systems and operations.
4. Have at least five years of management experience in the business environment.
5. Conflict resolution skills.

6. Proficient oral and written communication skills.
7. Organizational and management skills.
8. Proficient in computer local area networks and various spreadsheet, accounting and word processing applications.
9. Positive attitude in the face of setbacks and challenges.
10. Work as a team member; cultivate and maintain effective working relationships with staff and parishioners.
11. Flexibility to attend evening meetings and work an unpredictable schedule when necessary