



Job Description – Director of Parish Administration

Position Description

Title:	Director of Parish Administration
FLSA:	Exempt – Professional/Administrative (Salaried Position)
Hours:	Full-time; 40 hours per week; 12-month employee;
Benefits eligible:	yes
Reports to:	Pastor
Direct Reports:	Bookkeeper, Facilities
Indirect Reports:	Administrative Staff; others as assigned
Resource person to:	Finance Council, Pastoral Council, Building and Grounds Committee, other committees and organizations upon request; liaison to parish groups and renters.
Last Reviewed:	08/19/2025

Job Description

Oversee and administer business operations for Saint Francis Xavier Catholic Church & School. The position serves as the parish's staff representative to the Archdiocesan Central Corporation, Corporate Health Systems, and Catholic Mutual Insurance.

Statement on 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. It is required that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices.

Qualifications

1. Bachelor's degree in business or business administration.
2. Minimum of 4 years of finance management experience.
3. Minimum of 4 years of supervisory experience.
4. Previous experience in church administration preferred.

Specific Responsibilities

1. Administrative Advisor to the Pastor
 - a. Advise Pastor and work with Finance Council on budget and financial position.
 - b. Develop and implement a strategic plan.
 - c. Prepare the annual budget for review and approval.
 - d. Manage and appropriately delegate all archdiocesan requests.
2. Leadership
 - a. Demonstrate leadership attributes aligned to Catholic doctrine, the mission of the parish and the Pastors expectations.

- i. This includes respect for differences of opinion, personality styles, skills and gifts of the individual, building trust, acting courageously when needed, listening, treating all fairly.
 - ii. Collaboration with Pastor, Directors and other subject matter experts to make good decisions, guide and direct as appropriate. Diplomacy and good communication will be critical to your success.
 - iii. Hold yourself accountable, there is no double standard.
 - iv. Be a good role model, be aware that others are watching you, emulating you and holding you in high regard.
 - b. Be an ambassador for the Catholic Church and specifically for our parish. Honor our history and legacy in Buffalo and with our dedicated and loyal parishioners.
 - c. Demonstrate flexibility and adapt to change, as change will happen and be needed. Help the rest of the organization manage through the change successfully by providing the supportive reasoning and direction the change supports.
3. Business Management
- a. Oversees day to day operations of Saint Francis Xavier Church.
 - b. Lead monthly directors meeting (does not indicate authoritative role), that is prepare the agenda with input from the Directors and staff.
 - c. Implement and hold self and all staff accountable to follow processes for budget management, hiring, employee handbook compliance, etc.
 - d. Supervises direct reports.
 - i. Assists them in developing and executing yearly performance goals, objectives, and action plans.
 - ii. Conduct individual 1:1 meetings for ongoing support of job objectives, and action plans.
 - iii. Review timecards and conduct annual reviews for each team member.
 - iv. Ensure that each understands and agrees to perform the duties as outlined in his or her job description.
 - e. Communicates to staff pastor's wishes and intentions in carrying out the mission of the parish.
 - f. Intentionally creates a positive and productive work environment by providing support, encouragement and clear direction to all staff and volunteers.
 - g. Works closely with principal of Saint Francis Xavier School to promote a positive relationship between parish and school as one entity.
 - h. Facilitates staff meetings, attends finance council meetings and building, and grounds committee meetings, and other commissions or committee meetings as required/needed by the pastor, especially the pastoral council meetings.
 - i. Hold self and all supervisors accountable for conducting annual performance evaluations with assigned staff, including self, by the deadline established.
 - j. Participate in vendor contract negotiations with the guidance and communicated need of the Facilities Staff.
 - k. Coordinate all aspects of insurance coverage for the parish.
 - l. Oversees and drafts the annual budgeting process for the parish and works with the Pastor and councils to ensure compliance with the approved budget and its conformity with parish mission and archdiocesan requirements.
4. Financial Resource Management
- a. Prepare the annual budgets for review, revision, and adoption by the Pastor and Finance Council.
 - b. Manage income and expenditures to ensure an adequate cash position and to meet budget requirements. Clearly define purchasing and payment schedules and ensure timely payments.
 - c. Manage revenue and expenses generated by parish organizations as directed by the Pastor.
 - d. Serve as the parish contact for business operations with financial institutions and the Archdiocesan office.
 - e. Assist in the planning and implementation of financial stewardship activities, fund raising programs, and planned giving programs.
 - f. Oversee gambling events to ensure compliance with all gambling laws.
 - g. Manage parish debts to ensure that the lowest borrowing costs are obtained.
 - h. Administer contracts and other purchasing transactions to ensure goods and services of the best value for the parish are received and to ensure that all purchasing transactions meet legal, ethical, and moral standards (Building and Grounds Committee is to assist in this work).

- i. Audits: Follow through on implementation of all recommendations made by auditors. Arrange for future audits in accordance with Archdiocesan policy and compilations according to the schedule required by loaning institutions.
- 5. Physical Resource Management (*In conjunction with maintenance staff and building and grounds committee*)
 - a. Ensures all buildings and grounds owned by the church are maintained, clean, safe, and accessible to all needs within the parish
 - b. Administer an inspection and preventative maintenance plan for buildings and grounds.
 - c. Supervise maintenance and custodial personnel.
 - d. Solicit bids and quotes for the manpower and supplies necessary to complete repairs.
 - e. Function as the primary liaison for various contractors and vendors.
 - f. Arrange for security personnel when necessary for events sponsored by the parish.
 - g. Ensure that property and equipment is protected from vandalism and theft.
 - h. Obtain and manage insurance coverage and administrative claims when necessary.
 - i. Arrange for the purchase, lease, or sale of office equipment, capital equipment and property.
- 6. Human Resources Management
 - a. Facilitate an effective inter-office communication system that informs and seeks feedback regarding relevant issues as they arise.
 - b. Collaborate with the Pastor to develop and administer compensation, employee benefits, and recognition systems to appropriately reward personnel job performance.
 - c. Collaborate with personnel to determine resources and materials needed to fully meet their job expectations.
 - d. Maintain personnel records
 - i. Maintain job descriptions and a corresponding job performance evaluation system for all personnel.
 - ii. Ensure that supervisors complete performance evaluations once a year at a minimum.
 - iii. File all job descriptions and performance evaluations in the personnel record.
 - iv. Maintain personnel records in accordance with state and federal laws and Archdiocesan directives.
 - v. Remain abreast of changes in these laws and directives and recommend changes to parish policy as necessary to comply.
 - e. Collaborate with the Pastor and/or Archdiocesan legal counsel to address any legal matters that arise or that are likely to arise from personnel issues.
 - f. Prepare advertisements including the qualifications and requirements for vacant job positions as directed by the Pastor. Establish and implement an interview process that meets state and federal laws as well as Archdiocesan policies. Participate in the interviewing and hiring process as directed by the Pastor.
- 7. Computer/Technology
 - a. Facilitate and organize technology, phone system and computers/networks including upkeep of equipment, back-up of files, and training for staff, involving and delegating to the Head of Maintenance where appropriate.
 - b. Oversee and maintain procedures according to policies for all areas of communications (website, newspaper, Facebook, Twitter, etc.)
 - c. Effectively manage the corporations computerized records.
 - d. Coordinate with technology management company and Facilities Staff, to improve use and function of computer hardware and software and servers.
- 8. Communications
 - a. Oversees Parish Communications.
- 9. Maintain Safe Environment Credentials
 - a. Complete the background check process every 3 years
 - b. Review Code of Conduct for Church Personnel annually.
 - c. Sign Code of Conduct for Church Personnel every 3 years.
 - d. Complete VIRTUS Safe Environment Training every 3 years.
 - e. Be a mandatory reporter for any suspected child abuse.
 - f. Always keep the safety of the environment at the forefront to ensure a safe environment for children and vulnerable adults.

Continuing Education

The DA is encouraged to seek out those opportunities that will provide his/her growth in this position, including participation in workshops and conferences pertinent to the responsibilities of this position.

Requirements of Position

1. Mental Demands

- a. Ability to work cooperatively with Pastor, directors, all staff and volunteers.
- b. Ability to understand parish culture and adjust actions to fit that culture.
- c. Ability to be present in the office and available to Pastor and staff, this position is not virtual, nor hybrid.
- d. Demonstrate the ability to respond to requests, issues and staff/parish needs promptly, making sure the prioritized issues are handled expediently and within expectations of requestor.
- e. Ability to be enthusiastic, self-motivated and able to work alone without supervision, obtaining direction as needed.
- f. Ability to maintain a high level of organization and confidentiality.
- g. Ability to follow and help enforce guidelines of the Employee Handbook.
- h. High degree of financial acumen and the ability to communicate across disciplines.
- i. Ability to plan for and implement multiple concurrent tasks in a fast-paced environment.
- j. Ability to work under pressure, manage stress and maintain even temperament.
- k. Ability to develop cooperative relationships and demonstrate consideration and respect for others.
- l. Ability to hold confidentially, act with integrity and honesty at all times.
- m. Ability to work well with others while maintaining a positive and helpful attitude at all times, even when things are tough.
- n. Demonstrate a willingness to learn, adopt and implement new things.
- o. Ability to openly and constructively handle conflict situations and accept feedback.
- p. Ability to deal with a wide variety of issues on a daily basis, prioritize needs and respond promptly.

2. Physical Demands

- a. Ability to climb stairs.
- b. Ability to lift and move using proper techniques up to 25 lbs.
- c. Ability to sit for long periods while working on the computer.
- d. Ability to operate a computer, keyboard, all of the functions and programs in a proficient manner as required.
- e. Ability to see computer screens and printed reports clearly.
- f. Ability to hear and speak clearly and communicate verbally effectively both in person and over the phone.

The responsibilities and requirements listed above are representative of the position but are not all-inclusive, nor is this a static document.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organizations needs change, my job description will change.

Signature

Date

Pastor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date