



Director of Parish Operation

Classification: Exempt, Full Time

Created: 11 / 2017

Catholic Required: Yes

Ministerial Character:

The Pastor is the visible principle and foundation of unity in the parish (Christ the King Catholic Church – Belton, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Christ the King Catholic Church – Belton, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

Director of Parish Operation (or DPO) is responsible for assisting the Pastor by managing parish finance, office, parish activities and their usage of the facilities of the parish in accordance with diocesan policies and guidelines, thus releasing the Pastor to carry out his pastoral and spiritual responsibilities. The DPO must have the ability to manage in a complex environment with multi-discipline business experience, especially human resource management, facilities management and risk management experience.

Essential Job Duties:

- Work collaboratively with Parish staff and ministry heads
- Parish Finance Management
 - Coordinate and monitor weekly contributions accounting, deposit and recording.
 - Implement yearly budget.
 - Make a yearly financial report to the diocese and the parish.
 - Supervise finance
 - Oversight of accounts receivable and payables.
 - Maintaining accurate accounting Actual vs Budget.
 - Support Parish Finance and Pastoral Councils as well as any ad-hoc committee(s).
- Parish Administration
 - Coordinate and manage Human Resource with the Pastor.
 - Supervise Front Office operations.
 - Scheduling and management of all parish events.
 - Supervising parish communication.
 - Supervise the maintenance of parish membership and sacramental records.
 - Review and update internal controls of the parish.
 - Implement and maintain risk and crisis management.

- Work with the parish financial personnel to assist the Pastor in the planning of financial stewardship and long-range planning efforts.
- Facilities Management Responsibilities
 - Supervise the custodial and maintenance staff and volunteers.
 - Manage major repairs and renovations.
 - Negotiate contracts and maintenance agreements with suppliers and vendors.
 - Investigate opportunities for cost savings.
 - Oversee and monitor the operation of the parish office equipment, computers, telephones and other supplies.
 - Attend diocesan meetings, where appropriate, for training and development.
- Parish Ministry Responsibilities
 - Maintain confidentiality in all area of responsibilities as required.
 - Pursue opportunities for ministry involvement in special projects.

Knowledge, Skills, and Abilities:

- Ability to provide excellent customer service and work effectively with staff, clergy, religious and laity.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.
- Skilled in teambuilding, interpersonal relationships and communicating effectively in all formats.
- Skilled at managing multiple projects with competing timelines and resources.

Minimum Qualifications:

Education and Training

- Bachelor’s degree in business or finance, desired.
- Five (5) years of full time wage earning related work experience is required.
- Relevant experience in a similar role as part of a sacramental team.
- Some formation and knowledge of Pastoral or sacramental theology.

Catholic Requirement

- Must be a practicing Catholic in good standing.
- Must be in compliance of Ethics and Integrity Ministry (or EIM)

Licenses/Certifications

- Valid Texas driver’s license.
- Must be certified in Diocese of Austin EIM within 60 days of employment, and maintain certification throughout the employment period.

Mental / Physical Tasks:

E	Talking		E	Driving
E	Listening		E	Seeing
E	Standing		E	Reading and comprehending
E	Walking		E	Using personal computer

E	Grasping/holding		E	Sitting
E	Lifting/carrying		E	Bending
E	Moving heavy equipment		E	Other (listed below) - Thinking critically - Analyzing facts, theories, situations - Making public presentations - Reading & comprehending
E	Using office equipment, stapler, telephone, etc.			

Working Conditions:

- All employees of the parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The parish is an at-will employer.
- All buildings and vehicles owned by the parish are tobacco free.
- Working in a fast paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or parish vehicles to drive to off-site locations.
- Travelling within and outside the parish to meetings and other events may be required, and travel may include overnight lodging.

Approval:

Pastor

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature

Date

Supervisor Signature

Date