

Position Title: PARISH ADMINISTRATOR**Reports to:** Pastor

Position Summary: The primary role of our Parish Administrator is to be a faith-filled Team Leader inspiring our Church to know and love Jesus and one another. In collaboration with the Pastor, the Parish Administrator leads the Parish Office and staff, helping with the administrative needs of Faith Formation, Liturgies, Finance and Facilities. The Parish Administrator directs these efforts within a framework of shared ministry and Catholic values consistent with the mission and purpose of Blessed Sacrament Parish and the Diocese of Rapid City, allowing the Pastor maximum freedom to provide pastoral care to the parish community.

Essential Duties and Responsibilities:**▪ OFFICE AND PERSONNEL MANAGEMENT**

- Promotes and maintains a welcoming environment for all who visit the parish office.
- Directs the operation and effective practices of the parish office.
- Maintains good working relationships and effective communications with all who have a vested interest in our parish community.
- Oversees the church website, social media and other external communications.
- Personnel Management: Participates in hiring and terminating processes; Ensures proper supervision and evaluation of parish staff, including development and review of job descriptions; Manages internal staff issues (including corrective action) in a manner that is consistent with the mission and values of the parish.
- Administers all parish personnel and diocesan policies; manages records and personnel files.
- Oversees the administration of salary and diocesan benefit programs.
- Oversees the implementation of the guidelines and policies for parish volunteers.
- Provides staff and volunteer training as needed.
- Chairs office staff meetings and attends parish and diocesan meetings as necessary.

▪ DIRECT SUPERVISION TO THE FOLLOWING DIRECTORS:

- **FAITH FORMATION AND RELIGIOUS EDUCATION**—Providing youth related ministry for children pre-school through 12th grade, including religious education, Vacation Bible School, faith sharing groups, and Sacramental preparation.
- **LITURGIES**—Plan and Coordinate all liturgies (Masses, funerals, weddings, penance services, Confirmation Mass, all Liturgical Rites, etc.); train and oversee the Liturgical ministers; supervise Choir Directors; order supplies; decorating of the Church.
- **FINANCE**—Payroll; stewardship; annual budget; operational and financial records; compliance.
- **FACILITIES**— Maintenance, repairs, inventory and renovations of all parish property; building safety and security; management of use of parish property.

Position Qualifications: *An ideal candidate has...*

- A personal relationship with Jesus, a love for the Catholic faith and a passion for sharing it with others.
- A college degree in administration, management or related field preferred.
- Proven record of leadership and at least three years of experience in a non-profit (or similar) environment.
- Excellent interpersonal and communication skills, with a strong ability to work effectively with staff and volunteers.
- Strong organizational and record keeping skills.
- Helpful to have knowledge of: human resources, accounting and financial reporting, technology, stewardship and fundraising.
- Willingness and ability to work collaboratively with the Pastor.
- Flexibility of schedule as this position may require evening and weekend work with unpredictable hours.
- Exhibit a willingness to shift focus as the needs of the parish and ministry may change.
- This position is designed to be full-time with salary and benefits commensurate with experience.