St. Mary of the Immaculate Conception Parish
Parish Manager

Position Description:

The Parish Manager is responsible for coordinating with the Pastor and other staff members in implementing the mission of the parish. The Parish Manager is responsible for the day-to-day operations of the parish with the purpose of accomplishing the parish goals in an efficient manner. The Parish Manager’s focus is on prudent stewardship of the parish’s human, financial and capital resources emphasizing service to the people of God. The position is full-time.

Specific Responsibilities:

The responsibilities will include but not be exclusively limited to the following:

- Serve as organizer and coordinator of projects and programs as assigned by the Pastor. Types of projects to include but not be limited to operations, financial, ministerial, liturgical, discipleship, and community building and outreach. The Parish Manager will provide the catalyst and facilitation to move projects and programs forward and ensure the successful maintenance and resourcing of said projects and programs.
- Maintains a comprehensive understanding of all the activities and workings of the parish and be able to report to the Pastor monthly the state of the parish including, but not limited to, any concerns, opportunities, lack of resources, and/or new developments impacting the whole of the parish community.
- Manages the financial resources of the parish. Monitors monthly income, expenditures, purchases and payment of accounts.
- Oversee the tabulation and deposit of all parish income.
- Maintain an accurate and efficient method of collecting, accounting, and depositing revenue.
- Coordinates and collaborates with all parish staff, maintenance staff, and volunteers. Recruits, hires, motivates, supports, and evaluates these positions. Ensure all staff and volunteers are appropriately trained (i.e., Virtus, etc.) in conducting the work of the parish according to all diocesan direction and guidelines.
- Facilitates development of annual work plans, goals, and objectives; monitors and evaluates accomplishment of annual goals and objectives.
- Maintains awareness of the management of parish facilities and grounds. Assures that guidelines and systems are developed and implemented for scheduling and using parish facilities.
- Schedules parish facilities. Maintains a calendar that identifies the time, date, name of ministry or organization as well as room scheduled to use.
- Interfaces with government agencies regarding local, state, and/or federal regulations that affect the parish.
- Serves as contact for salespersons, vendors, and other civic and community groups.
- Oversees the engagement and performance of all contractors who serve the parish in any capacity. Ensure proper insurance and licensing among other requirements.
- Develops and coordinates the communication and information systems of the parish. Ensures the maintenance of the parish census.
- Coordinates proper hiring and ongoing administration (including enrollment of benefits, payroll, forms, confidential records, pay increases, and other employee needs) of parish personnel management.

**Accountability**

The Parish Manager will be responsible to the Pastor and will meet with him on a weekly basis. The Parish Manager will work 40 (sometimes slightly more or less) hours a week. Attendance at the weekly staff meeting is required. Performance reviews will be agreed upon and in accordance with diocesan guidelines.

The Parish Manager will have the assistance of the Parish Secretary and a bookkeeper (independent contractor).

**Salary and Benefits**

Salary is commensurate with experience and education and will fall in the salary range of $60,000 – $72,000 annually. Benefits are based on parish and diocesan policies at the time of hire.