Our Lady of Lourdes

Position Description

POSITION: DIRECTOR OF ADMINISTRATIVE SERVICES

REPORTS TO: PASTOR/PARISH DIRECTOR

STATUS: FULL-TIME / SALARIED / EXEMPT

Primary Function

The Director of Administrative Services, together with the Pastor/Parish Director and deacon(s), form the core management team that ensures that the pastoral and administrative needs of the parish are sustained. The Director of Administrative Services serves in a key parish management position as a staff resource in support of the Pastor/Parish Director, fulfilling parish administrative needs in finance, buildings and grounds, personnel, stewardship and communications. He/she directs these efforts with technical and legal expertise within the framework of shared ministry in Christian and Catholic values.

Major Position Responsibilities and Regular Activities

- **Financial Responsibilities**
  - Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly, and year-end reports for parish and Archdiocese as needed.
  - Administers a cash flow management system with purchasing and payment schedules clearly defined.
  - Prepares, administers, and reviews the budget process in collaboration with the Finance Council, Pastor/Parish Director, and other committees.
  - Monitors the collection, counting, recording, and depositing of parish revenue from all sources.
  - Serves as a helpful resource to parish organizations in all financial matters, from planning to auditing.
  - Serves as a parish contact with financial institutions and the Archdiocese, in collaboration with the Trustee-Treasurer.
  - Assists in the planning of financial stewardship and long range planning efforts.
- **Administrative Responsibilities**
  - Directs the operation of the parish office. Schedules, supervises, and evaluates office staff.
  - Oversees operation of parish computer, duplicating and audio/visual equipment, in collaboration with Dir of Communications/Technology Implementation.
  - Supervises or directs the maintaining of parish membership and sacramental records.
  - Attends staff meetings, Finance Council meetings, and other committee meetings appropriate to the position (i.e. Pastoral Council meetings). Attends the Archdiocesan meetings where appropriate for training and development.
  - Administers parish salary and benefit policies as directed by the Pastor/Parish Director and Finance Committee. May serve on search and screen committees.
  - Assists with the hiring and selection of personnel in collaboration with the Pastor/Parish Director and Personnel Committee.

- Coordinates and prepares parish response to liability and legal concerns, in cooperation with Archdiocesan offices as appropriate. Understands role of Canon Law.

☐ **Facilities Management Responsibilities**

- Supervises the maintenance staff and co-manages major repairs or new construction.
- Negotiates/reviews contracts with suppliers and construction firms. Coordinates efforts with Building and Grounds Committee.
- Schedules use of parish facilities through master calendar and ensures all liability and maintenance needs are coordinated.
- Prepares, administers, and communicates a parish security policy to all staff and parish organizations.
- Collaborates with the Buildings and Grounds Committee, and maintenance staff in all areas of parish usage and maintenance.

☐ **Stewardship Responsibilities**

- Coordinates the preparation and administration of an annual Stewardship commitment/recommitment process and on-going time, talent, and financial resource cultivation.
- Ensures the timely and appropriate follow-up and acknowledgment of gifts.
- Assists in the development of Stewardship messages for various vehicles of communication.
- Assists in the preparation and sharing of Stewardship education for committee, staff, and parish community.
- Prepares an annual pastoral report with the assistance of the Finance Council.

☐ **Parish Ministry Responsibilities**

- Understands the parish mission and administers parish business operations in relation to it.
- Participates in parish and Archdiocesan faith building programs and activities directed by the Pastor/Parish Director.
- Understands Catholic social teaching and applies it in relation to parish policies and procedures.

Qualifications

☐ **Religious Requirements**

- Practicing Catholic preferred

☐ **Education**

- College graduate or its equivalent required.
  - Major in Business Administration, Accounting, or Finance preferred.

☐ **Experience**

- Five to Ten years experience in business or management preferred.
- Computer skills and knowledge of accounting required.
- Supervision experience preferred.
- Knowledge and understanding of the Catholic Church and its mission required.
- Experience from volunteer efforts on parish committees and events preferred.
- Experience as DAS or working in Catholic Parish Preferred

☐ **Skills, Knowledge, and/or Abilities**

- **Financial Responsibilities**
  - Knowledge of accounting and record keeping principles and practices.
  - Knowledge of cash flow management.
  - Knowledge and ability in budgetary principles including Archdiocesan regulations and procedures.
  - Ability to maintain accurate collection and deposit records.
  - Ability to communicate and offer assistance to a wide variety of parish staff and organizations.
  - Ability to represent the parish well in dealings with outside business and organizations..
- **Administrative Responsibilities**
  - Ability to supervise clerical and administrative assistant positions. Working knowledge of computer operations, parish office equipment, and audio/visual technology.
  - Knowledge of Archdiocesan record keeping requirements.
  - Knowledge of personnel policies and procedures including legal requirements.
  - Awareness of liability and litigation procedures and ability to respond to federal, state, and local laws. Knowledge of Canon Law.
- **Facilities Management Requirements**
  - Ability to supervise maintenance staff and basic knowledge of parish physical plant equipment.
  - Knowledge of work contracts and purchasing guidelines.
  - Skill in developing a facilities use schedule and the ability to communicate the same to parish organizations and staff.
  - Knowledge of current security technology and ability to communicate responsibilities to all appropriate groups..
- **Parish Ministry Responsibilities**
  - Ability to project a faith-filled presence.
  - Knowledge of Catholic social teaching and ability to apply it to actual situations.
  - Ability to maintain confidentiality.

Working Environment

- ☐ Must understand the sensitive and public profile nature of the work of the church. Should adhere to the highest standards of good practices and confidentiality. Must be proactive in support of the church's mission statement, goals, policies and programs. Flexibility in work schedule and work styles is expected given the nature of a family centric parish.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and the Employer. The Employer retains and reserves any and all rights

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Employee Signature - _____ Date - _____