



# ARCHDIOCESE OF SAN FRANCISCO

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## PARISH MANAGER Job Description

### **Purpose and Scope**

The Parish Manager is a professional “exempt” level employee who reports directly to the Pastor. This individual will assist the pastor with the stewardship, financial and personnel resources of the parish, in accordance with the Archdiocesan policies and guidelines.

The Parish Manager is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources and helps the church fulfill its mission and purposes.

### **Financial Management**

- Manages and oversees the financial operations, ensuring compliance with Archdiocesan policies & procedures. This includes, but is not limited to, bookkeeping, payables, receivables, banking and payroll functions
- Ensures established internal accounting controls are followed to safeguard parish assets and ensures the efficient stewardship of parish resources including an appropriate risk management program
- Ensures that all taxes are paid in accordance with federal, state and local regulations
- Monitors collection, counting, recording and depositing of all parish revenue from all sources
- Coordinates and facilitates the budget process in collaboration with the Pastor, staff and Finance Council. Administers and monitors parish budget and identifies/reports any significant variances to the Pastor and Finance Council
- Responsible for timely and accurate financial reporting to the Pastor, Finance Council and the Archdiocese of San Francisco
- Serves as staff liaison to the parish Finance Council
- Maintains the accuracy and integrity of parish financial records. Oversees all internal controls
- Maintains an accurate filing, record-keeping and reporting system for all parish financial matters. Prepares monthly, quarterly and year-end reports for parish and archdiocese as needed

## **Human Resources Management**

- Will be a liaison for St. Raphael and the departments of the Chancery, of the Archdiocese of San Francisco
- Recommends appropriate pay levels for new hires and existing staff annual adjustments in accord with Archdiocesan Parish Pay Guidelines
- Establishes and administers appropriate procedures for tracking attendance, vacation, sick leave, other leaves of absences (FMLA, California Medical Leave Act) in accord with government regulations and Archdiocesan requirements
- Manages the parish office and non-ministerial staff and ensures a positive, professional work environment
- Administers employee policies and programs, including performance evaluation, staff training, etc., and ensures compliance with all applicable Federal, State and local employment laws including the regulations regarding the exempt/non-exempt status and related overtime rules
- Under the direction of the Pastor, develops job descriptions, hires, supervises, sets goals, coaches and evaluates all of the non-ministerial staff: office support, sacristans, housekeepers/cooks, custodians/maintenance workers and other support staff
- Maintains all benefits programs; informs and enrolls employees in benefits programs as eligible; handles benefit administration at the parish in conjunction with the Office of Human Resources
- Ensures compliance with Archdiocesan requirements of background checks and training for lay employees and volunteers who have regular contact with children
- Maintains records in accordance with the Archdiocesan Records Retention Guidelines
- Maintains appropriate confidentiality in all areas of responsibility
- Handles/resolves employee grievances/personnel issues in a just and equitable manner with the guidance of the Human Resources department

## **Buildings and Grounds Management**

- Coordinates general operation of the parish; develops and oversees building use, rental agreements and calendar planning
- Responsible for parish security, leasing, rental, use of parish facilities and acts as a liaison to the local government agencies
- Purchases and maintains office supplies, computers and equipment. Researches vendors and negotiates contracts with suppliers
- Coordinates, facilitates and supervises operation and maintenance of buildings, grounds, equipment and furnishings, negotiates bids and contracts for renovation, maintenance projects and capital projects in accordance with Archdiocesan policies
- Coordinates all matters regarding liability, insurance and safety in the parish
- Acts as a liaison to archdiocesan administrative agencies
- Acts as a liaison to the Building Committee

## **Stewardship and Development**

- Creates, manages and facilitates Stewardship Education Programs
- Promote and facilitate Offertory Enhancement initiatives
- Provides technical assistance for Capital Campaigns
- Coordinates the Archbishop's Annual Appeal

- Coordinates grant requests to Foundations
- Promotes Planned Giving
- Tracks parish Demographics

### **Additional Job Functions**

- Directs / oversees the preparation of Sunday Bulletins and other printed materials
- Oversees computer and communication systems and related software applications
- If applicable, interacts with the school principal on all operational and financial matters as necessary
- Coordinates annual community registration, updates ongoing registration process and maintains sacramental records
- Attends meetings as directed by the pastor (e.g. Parish Council, etc.)
- Performs other job-related duties as assigned by the pastor

### **Knowledge, Skills and Abilities**

- Working knowledge of accounting principles and practices
- Ability and experience in hiring, supervising and coaching employees and volunteers
- Excellent communication and interpersonal skills
- Ability to plan, organize, set schedules, prioritize tasks, and work with other members of the staff in a collegial and collaborative manner
- Working knowledge of computer software applications, including spreadsheets, word processing and database programs (Access, Excel, Word), and the ability to learn new software. Responsible for maintenance of the Parish website, if applicable
- Knowledgeable of safety and security regulations
- Ability to plan and facilitate meetings
- Knowledge of Archdiocesan/parish benefit plans
- Ability to delegate responsibilities and empower others

### **Competencies and Education**

- Bachelor's degree in Business, Public or Non-profit Administration or equivalent, relevant work experience.
- Active practicing Roman Catholic who understands and supports the teachings of the Roman Catholic Church.
- If applicable, bi-lingual reading, writing and communication proficiency in Spanish.

Human Resources  
May 2022