

**St Margaret of Scotland Parish
St. Louis, Missouri
Position Description**

Parish Administrator

Position Summary:

The St. Margaret of Scotland (SMOS) Parish Administrator is responsible for overseeing the administrative functions for St. Margaret of Scotland Church, School and its ministries and organizations to support the Pastor within the framework of shared ministry in Christian and Catholic values. The Administrator's key functions include finances, physical plant, contracts, personnel, and volunteer talent management. In addition, the Parish Administrator will also be involved in communications, marketing, fundraising and special projects as determined by the pastor. The Parish Administrator is a key parish management position and may be the direct supervisor of specific staff members. This position reports to the Pastor. Authority of this position is delegated by the Pastor.

General Responsibilities:

1. Governance and Leadership:

- a. Works with parish leaders (employed and volunteer) in order to fulfil the SMOS parish mission.
- b. Responsible for leading others in a manner that supports and guides the SMOS parish mission.
- c. Participates with leaders in planning functions that guide the parish.
- d. Responsible for communicating effectively with parish leadership and organizations such as the Parish Council, Finance Council, and School Board in a timely and accurate manner all information necessary for the leadership to function properly and make informed decisions.
- e. Acts as a professional advisor to parish leadership and councils on all aspects of parish operations.
- f. Fosters effective team work between parish leaders, councils, and staff.
- g. Represents when necessary the parish at community, archdiocesan, deanery or other activities to enhance the parish profile and engagement.

2. Operational Planning and Management

- a. Ensures that operation of SMOS parish and its ministries meets the expectations of the Pastor.
- b. Ensures that programs and services contribute to the parish mission and reflect the priorities of SMOS parish and Catholic values.
- c. Oversees the efficient and effective day-to-day operations of SMOS Parish and its ministries.
- d. Ensures that a parish calendar of events is maintained and coordinated across all settings and locations.
- e. Drafts policies with the Pastor's approval, prepares procedures to implement new policies, reviews existing policies on a periodic basis and recommends changes as appropriate.
- f. Ensures that all records are securely stored and privacy/confidentiality is maintained
- g. Provides communications and supporting materials to pastors and other relevant parties
- h. Ensures reporting requirements are accurate and timely.
- i. Executes service contracts and monitors contractor performance, ensuring SMOS Parish receives services requested.

3. Financial Planning, Performance and Viability

- a. Understands and monitors temporal goods sufficient to ensure the financial health of SMOS parish.
- b. Responsible for fiscal integrity of SMOS parish, to include proposing annual budget and monthly financial statements which accurately reflect the financial conditions of the SMOS parish.
- c. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resources utilization and maintenance of SMOS parish in a positive financial position.
- d. Researches funding sources, oversees the development of fund raising plans and write funding proposals.
- e. Participates in fund raising activities as appropriate.
- f. Ensures sound bookkeeping and accounting procedures are followed.
- g. Oversees funds for ministries and organizations according to approved budget or other guidance documents.
- h. Ensures that SMOS parish complies with federal and state financial regulations and Archdiocesan policies.
- i. Assists in the SMOS parish stewardship activities as it relates to financial matters.
- j. Serves as SMOS parish point of contact with financial institutions and Archdiocesan offices and departments.

4. Personnel Planning and Management

- a. Determines staffing requirements for SMOS parish and its ministries for effective program delivery.
- b. Oversees the implementation of personnel policies, procedures and practices including the salaries and benefits program, development of position descriptions and periodic performance evaluations.
- c. Establishes a positive, healthy and safe work environment consistent with Catholic values, parish mission and all appropriate legislation and regulations.
- d. Maintains a climate which attracts, keeps and motivates a diverse staff committed to success of parish and its ministries.
- e. Recruits, interviews and selects staff that has the right technical and personal abilities to help advance the Parish.
- f. Ensures staff receives orientation to their position and that appropriate training is provided
- g. Implements a performance management process for all staff that includes monitoring the performance of staff on an ongoing basis and conducts periodic performance reviews.
- h. Coaches and mentors staff to improve performance
- i. Disciplines staff when necessary using appropriate techniques and releases staff from employment when appropriate.

5. Facilities Planning and Management

- a. Determines the facilities management plan in coordination with Physical Plant Committee and contractors.
- b. Oversees the capital expense budget and monitors expenditures accordingly.
- c. Oversees the solicitation of bids for work on any of parish buildings, grounds or utilities.
- d. Negotiates contracts with suppliers and firms that are consistent with Archdiocesan requirements.
- e. Oversees the parish facilities' security and access policies and procedures.
- f. Ensures risk management and safety requirements are implemented.
- g. Oversees the scheduling and use of parish facilities by parish organizations, community organizations or private persons.

- h. Collaborates and coordinates Physical Plant activities including routine and preventative maintenance, minor and major repairs, structural changes, new buildings
- i. Recruits and retains volunteer pool with skill and talent to support facility management activities.
- j. Responsible for the information technology plan, its implementation and maintenance, including but not limited to hardware, software, repair and maintenance services, internet access, security and secure data transmission and back up and social media accounts.

6. Mission Advancement

- a. Collaborates with the pastor and other staff on matters of parish life and ministries
- b. Recruits, trains, supports and coordinates volunteers.
- c. Matches volunteer talent and time with opportunities and positions.
- d. Provides coaching and mentoring to volunteers to ensure successful program or ministry.
- e. Projects a faith-filled presence.
- f. Ensures stewardship of time, talent and treasure are appropriately recorded and reported.
- g. Uses stewardship data and information for development and fundraising activities.
- h. Coordinates recognition events and hospitality

7. Community Relations and Advocacy

- a. Communicates with external parties, organizations and institutions to keep them informed of SMOS parish activities.
- b. Identifies and anticipates changes in local communities that may impact SMOS parish and its ministries.
- c. Establishes good working relationships and collaborative arrangement with community groups, foundations, corporations, and other organizations to help achieve the goals of the parish and its ministries.
- d. Ensures marketing and other communication materials are current and readily available
- e. Ensures that communication platforms (social media, print, emails) are coordinated and that messaging is consistent with parish mission and priorities.

Qualifications:

- 1. Active practicing Catholic with commitment to SMOS parish and its mission.
- 2. Bachelor degree or equivalent experience in business administration, accounting or finance is preferred
- 3. At least 5-10 years of business or management experience
- 4. Proficient computer skills including word processing, spreadsheet, publication, donor database, Quick Book and web based applications.
- 5. Supervision experience is preferred.
- 6. Demonstrates the ability to work with people of varied backgrounds and in various settings.
- 7. Excellent written and verbal skills.
- 8. Knowledge and understanding of Catholic Church structure, teachings and its mission.
- 9. Demonstrates ability to organize and carry out operational activities, meet deadlines and maintain follow-through.
- 10. Demonstrates appropriate delegation skills with follow-up
- 11. Knowledge of federal, state, local laws and regulations as it relates to not-for-profit religious organizations.
- 12. Knowledge of facility and building maintenance.
- 13. Experience in fundraising or donor management
- 14. Availability to work outside of routine business hours.