

Job Description:

**PARISH ADMINISTRATION & MINISTRY DIRECTOR**

St. Peter Catholic Church  
Diocese of Charlotte  
507 S. Tryon St.  
Charlotte, NC 28202

Summary:

Directs both pastoral ministries & administration (office, facilities, and business functions) under the general oversight of a priest pastor or priest administrator. Includes supervision of staff.<sup>1</sup>

General Responsibilities:

- Primary advisor and assistant to the Pastor on matters of parish administration and ministry.
- Ensures smooth, coordinated efforts by the parish staff in the support of parish activities.
- Ensures a high level of service by the staff to members of the parish.
- Establishes a climate of teamwork, service, and efficiency within the staff.

Specific Responsibilities:

- Human Resources:
  - Supervises parish lay staff of currently 7-10 personnel, in execution of their responsibilities; monitors workflow and ensures smooth operation. Recommends personnel actions, including performance and salary evaluations, to the Pastor as appropriate.
  - Approves time records and administers personnel policies, acts as Human Resources Manager for the lay staff.
- Facilities:
  - In conjunction with the Facilities Manager and other stakeholders, develops and recommends plans for improvements to parish physical plant and operations.
  - Develops plans, in conjunction with Facilities Manager and other stakeholders, for the utilization of and planning for facilities within the parish.

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<sup>1</sup> Source: Pay & Benefits Survey of Catholic Parishes, 2011 Edition, National Association of Church Personnel Administrators (NACPA)

- Manages physical security program for parish, in conjunction with Facilities Manager, to ensure control of keys, alarm systems, and surveillance systems.
- Finance and Budgeting:
  - Provides input to Finance Council for annual operating budget and long-range capital plan. Gathers input from ministries and parish staff for submission to the Finance Council.
  - Performs duties of Accounting Manager in his/her absence.
  - Assist the Accounting Manager with dual control practices where needed.
- Office Administration and Records:
  - Oversees parish records retention program, especially records for “Protecting God’s Children” program.
  - Oversees purchasing of office supplies, furniture and equipment for the parish.
  - Coordinates with various ministries and committees to ensure proper controls and procedures over fundraising and merchandise sales activities.
  - Reviews contracts and recommends approval to Pastor; follows up with the Diocese to ensure contracts are properly executed.
  - Oversees information technology plans for the parish ensuring that the parish has appropriate equipment, software, networking tools and effective security of data and information systems.
  - Ensures appropriate inventory controls are maintained over parish assets.
  - Manages insurance program for parish, ensuring appropriate property & casualty coverage.
  - Oversees master calendar for parish; identifies possible resource conflicts and recommends resolution.
- Ministry Oversight:
  - Assists pastor to create and implement plans for the development of the various ministries within the parish.
  - Participates in key ministry meetings (e.g., Ministry Council, Parish Council, Liturgy Committee) to identify needed support from parish administration for the successful implementation of ministry plans.
  - Promotes coordination of activities among various ministries and staff. Resolves issues concerning priorities and scheduling conflicts. Ensures cross-functional communication about activities is taking place.
- Communication:
  - In conjunction with parish Communications Coordinator, develops a parish communication plan to ensure parishioners are kept informed, via a variety of media, of ongoing parish activities.
  - Oversees the preparation of an annual report of parish life to the parish.

- Oversees compliance with any Diocesan reporting requirements.
- Establishes collaborative working relationship with key stakeholders at the Diocese of Charlotte.
- Performs other responsibilities as assigned by the Pastor.

Responsibilities *not* within the scope of this position:

- Supervision or coordination of the religious staff.
- Decisions related to liturgical, sacramental, or pastoral responsibilities.
- Development of faith formation or educational programs.
- Decisions related to music liturgy.
- Acting as spokesperson for the Parish.

Experience & Qualifications:

- Practicing Catholic.
- 5-7 years of management or parish experience.
- Bachelor's degree or equivalent. Master's preferred.
- Knowledge of Catholic and Jesuit religious practices, philosophies, and rites.
- Mastery of office computer software such as Outlook, Word, Excel, and PowerPoint. Comfortable with all forms of modern office technology.
- Prior experience with budgeting, planning, and conflict resolution.
- Strong attention to detail.
- Ability to manage multiple priorities.
- Demonstrated communications and pastoral skills, bilingual knowledge a plus, but not required.
- Ability to maintain confidentiality is essential.

Reports to Pastor

Relocation assistance is not provided.