

JOB DESCRIPTION

PARISH:

POSITION TITLE: Parish Business Manager

INCUMBENT:

REPORTS TO:

DATE:

GRADE:

The following list of major duties and responsibilities does not necessarily represent any one job. It is a compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of Parish Business Manager. It is not an expectation that any one person necessarily fulfills all of these duties. It is also recognized that there may be elements of a job which are not included in this checklist; parishes are encouraged to create individual job descriptions, using this checklist as a normative guideline in this effort.

I. POSITION PURPOSE:

The purpose of this position is to enable the efficient and effective administration of the parish human, financial, and capital resources.

II. MAJOR DUTIES AND RESPONSIBILITIES:

- A. **Mission:** Collaborates with the pastor/parochial administrator and other staff in implementing the mission of the Parish. This is accomplished by participating in the comprehensive planning, implementation, and evaluation of the parish goals and objectives, with specific focus on prudent stewardship of the parish's human, financial, and capital resources. Incumbent also collaborates in regional/deanery planning and program efforts.
- B. **Finance:** Manages the financial resource systems of the Parish. This is accomplished by assuring the preparation of a comprehensive annual parish and school budget, including revenue and expense projections, for review and approval by the Pastor in consultation with the Finance Council; monitoring the monthly income and expenditures; authorizing purchases and payment of all bills; assuring accurate and confidential financial record keeping systems; overseeing tabulation and deposit of all parish income, and preparing monthly and quarterly financial reports for Pastor and Finance Council. Assures parish financial policies and guidelines are just, legal, canonically appropriate, and consistent with diocesan finance and administrative policies.
- C. **Catholic School Collaboration:** Provides assistance to the School Principal and School Commission in developing and implementing financial policies of the parish as they relate to the School. This is accomplished by assisting the principal in making major capital purchases, developing and/or administering a tuition assistance (grants-in-aid) program, and providing information necessary to establish tuition rates, etc. Incumbent also provides assistance in developing and/or administering a system of collecting tuition.
- D. **Human Resources:** Oversees the development and implementation of personnel policies for the Parish. This is accomplished by collaborating with the Pastor, Principal, and Parish Personnel Committee to assure parish personnel policies and guidelines are just, legal, canonically appropriate, and consistent with diocesan personnel policies. Incumbent is also responsible for assuring staff have opportunities for input into decisions being made about personnel policies. Incumbent maintains confidential personnel records for staff. Ensures payroll, including time sheets and benefits, are accurate and successfully administered. Oversees the development and

maintenance of position descriptions, including staff responsibilities and qualifications, as well as assisting with the coordination of professional development opportunities, and personal retreats.

- E. **Supervision:** Assures the Supervision of the following positions: Administrative assistant or parish secretary, receptionist, bookkeeper, accountant, plant manager, and janitor. This is accomplished by recruiting, hiring, motivating, supporting, and evaluating these positions; by collaborating with staff to develop annual work plans, goals and objectives and by monitoring and evaluating the accomplishment of annual goals and objectives.
- F. **Risk Management:** Oversees insurance related matters of the facilities and personnel, accomplishing this by preparing reports to be filed with Catholic Mutual, as necessary and aids staff members with matters of risk and liability. Incumbent assists in the filing of worker's compensation claims and reports. Assures parish, parish employees and parish volunteers are in compliance with diocesan safe environment policies.
- G. **Facilities:** Directs the management of all parish facilities and grounds. This is accomplished by preparing and presenting to the Finance Committee/Building and Grounds Committee an annual work plan for improving/ maintaining the parish facilities and grounds; by managing major repairs and renovations; by authorizing routine plant maintenance; by overseeing plant safety and security systems; and by assuring that guidelines are developed and implemented for scheduling and using parish facilities.
- H. **Collaboration with diocesan and governmental entities:** With the pastor and as an agent of the Bishop, assures the parish is following diocesan and governmental regulations. This is accomplished by serving as liaison from the Parish to Diocesan Administrative Services, Construction, Finance, Accounting, Personnel and Insurance offices; prepares and submits Parish Annual Report; interfaces with government agencies regarding local, state, and/or Federal regulations that affect the parish; serves as contact for sales persons, vendors, and other civic and community groups.
- I. **Communication and Technology:** Assures the development of communication and information systems for the Parish. This is accomplished by coordinating the preparation of the Sunday bulletin, including advertising; ensuring the maintenance of the parish census; directing/overseeing the operation of the computer systems and equipment; and overseeing the management of parish financial records.
- J. **Purchasing and Inventory:** Assures the development and maintenance of a total Parish inventory of all durable and consumable goods. The incumbent can successfully manage the inventory by evaluating expenditures and assuring that services, supplies and equipment are purchased at the best possible price, terms, discounts, and vendor levels, and without conflicts of interests.
- K. **Stewardship:** Oversees all major fund-raising campaigns, endowment/legacy programs, and all diocesan campaigns and collections activities of the Parish, School, and diocese. Coordinates the parish's Sunday & Holy Day Offertory efforts and Diocesan Catholic Ministry Appeal, as well as promotes and coordinates deferred giving, the capital improvement fund program, and the diocesan/national Catholic campaigns. Incumbent develops financial accountability systems to assure the accurate and efficient methods of collecting, accounting, and depositing revenue from all campaigns. Incumbent is accountable to the parishioners of their offertory income throughout the year and provides a report to the parishioners of their giving records minimally on an annual basis. Maintains a working relationship with major donors. Coordinates parish memorials and endowments. Serves as the support staff to the stewardship team and promotes stewardship as a way of life throughout the parish. Educates parishioners on planned giving possibilities to help the financial future of the parish. Oversees the development and implementation of guidelines and policies for volunteers and assists in the recruitment, training, and support of necessary volunteers.

- L. **Consultative Structures:** Serves as staff to the Finance Council. This is accomplished by assisting the Chair in preparing the agenda, by providing financial data and information to the Council, and by implementing recommendations made by the Council and approved by the Pastor. Serves as part of the Parish Leadership Team, and Stewardship Committee to assist in our discipleship efforts.
- M. **Parish Events:** Supports and assists in parish-wide events as needed. Attends parish functions. Maintains a level of knowledge and skills required to serve as a Parish Business Manager. This is accomplished by reading material related to the profession, by attendance at workshops or conventions, and by participation in local, regional and diocesan professional organizations, as approved and as appropriate.
- N. The Parish Business Manager is also required to assist the Pastor/Parochial Administrator with any task or project that he chooses.

COLLABORATIVE RELATIONSHIPS

The Parish Business Manager is directly accountable to and evaluated by the Pastor. The Parish Business Manager is accountable to the Pastor for time and attendance. Other collaborative relationships, included but are not limited to, the following offices:

- Assigned Parochial Vicars and Clergy
- Pastoral Staff
- Parish Administrative Staff
- Parish Finance Council
- Parish Ministry Leaders
- Stewardship Committee
- Principal of Catholic School
- Chancellor for Administration
- Diocesan Office of Parish & School Administration
- Diocesan Finance Office
- Diocesan Human Resource Ministry
- Diocesan Development Ministry
- Diocesan Construction & Real Estate Office

QUALITIES AND SKILLS AND EXPERIENCE

1. Must be an active member of a Catholic community to express personal knowledge of the Catholic faith and commitment to Catholic ideals.
2. Must complete the online Safe Environment training.
3. BA/BS in a related field, preferably Business Management or Church Management Administration, 5-7 years recent experience in a comparable leadership position recommended.
4. Possess a demonstrated ability to work in a collaborative fashion with diverse groups as well as have good, and healthy conflict resolution skills.
5. Effective communication skills, including oral presentation and business writing. An ability to compose correspondence and reports.
6. Must have the ability to manage while prioritizing workflow and maintaining flexibility. Possess an ability to manage multiple projects/priorities. Be able to work well & creatively under pressure required.
7. Confidentiality must be strictly adhered to.
8. Successfully pass a Level II (FBI) criminal history background check and attend Safe Environment Training Prior to Employment.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS SUPPLEMENT

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50F or less)			
Heat (90F or more)			
Humidity			
Noise		X	
VDT/CRT use			X
Driving		X	
Standing		X	
Sitting			X
Walking		X	
Bending		X	
Climbing			
Learning			X
Thinking			X
Concentrating			X
Work with others			X
Repetitive Movements			X

EQUIPMENT AND MACHINERY USE	Seldom	Occasional	Frequent
Copier		X	
Keyboard			X
Telephone			X
Facsimile (FAX)	X		
Calculator			X
Computer			X
Mouse			X
Printer			X
Power Tools			
Ladder			
Lawn Equipment			
Other Equipment			

MOVING EQUIPMENT AND SUPPLIES	Seldom	Occasional	Frequent
Light (Under 5 lbs.)			X
Moderate (5-20- lbs.)		X	
Heavy (Over 20 lbs.)	X		
Description of Movement			
Lift/Lower			X
Carry			X
Push/Pull		X	
Reach Above		X	
Crawling under a desk	X		

OTHER REQUIREMENTS	Seldom	Occasional	Frequent
Visual Acuity: Near			X
Visual Acuity: Far	X		
Color Perception		X	
Hearing			X
Speech			X
Travel:			
Local			X
National	X		
International	X		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

INCUMBENT: _____ DATE: _____

PASTOR/SUPERVISOR: _____ DATE: _____

Reviewed and Updated: February 2026