

PARISH:

TITLE:

*Regional Pastoral
Assistant for
Administration*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Oversees and directs administrative functions for the regional parishes including personnel, finance, technology and facilities. Assures compliance with local, state and federal laws/regulations along with Archdiocesan rules, regulations and policies. Oversees activities relating to Stewardship.

II. ESSENTIAL POSITION DUTIES:

- A. Directs and coordinates between parishes as appropriate, fundraising activities such as Parish Stewardship, Planned Giving, capital campaigns and archdiocesan campaigns.
- B. Manages the financial resource systems of the parishes.
- C. Assures preparation and administration of capital and operating budgets for the parishes and their schools. Assures accurate and confidential record keeping systems. Creates and oversees tracking system for regional ministry expenses.
- D. Evaluates office equipment and technology and manages the up-grade of or installation of new equipment or systems. Directs the preparation and upkeep of asset inventory. Establishes and oversees communication systems between parishes.
- E. Directs construction and maintenance functions for the parishes, schools and other properties. Directs management of all parish facilities and grounds.
- F. Supervises all clerical, administrative, development and maintenance staff members of the parishes, providing guidance, training, development, and corrective action and dealing with/resolving other employment issues. Selects and trains new employees. Initiates or reviews all terminations.

- G. Manages the Human Resources function and its subfunctions including salary administration, recruiting, employee relations, training and communication.
- H. Serves as staff resource person for various consultative groups including Pastoral Council, Finance Council, Stewardship Commission, Maintenance Committee and Building Committee. Provides annual training to those serving on councils and commissions.
- I. Provides assistance to the School Principals and School Commissions in implementing financial policies of the parish as they related to the school and in the development and implementation of the annual budget.
- J. Serves as staff to Finance Council.
- K. Provides feedback and input on parish personnel matters for the Pastor.
- L. Participates in staff meetings.
- M. Performs other duties as assigned.
- N. Serves on regional or Archdiocesan Committees.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____