

Job Description: **DIRECTOR OF PARISH LIFE**

Mission: The Director of Parish Life shall give organizational direction and administrative leadership to St. John Nepomuk Catholic Church & School under the general oversight of the Pastor.

Objectives:

- ❖ Assists the pastor by providing leadership and consultation.
- ❖ Provide efficient and effective administration of the parish financial, capital, & human resources.
- ❖ Encourage growth in the participation of parishioners in parish ministries.
- ❖ Assess the changing needs of the parish to assist in developing and implementing appropriate ministries.

Responsibilities:

- **Parish Administration & Leadership:**
 - Serve as a link among the Pastor, ministries, parishioners, and the community.
 - Collaborates with the pastor, staff, and parish leaders in articulating and implementing the vision and mission of the Parish, actively promoting this vision to the various ministries in the parish. He/She develops new ways to meet the assessed needs of the parish consistent with the mission.
 - Oversees all special projects or events of the parish, such as Parish Mission, new construction, etc.
 - Coordinates designated staff through training and support, vacation scheduling, and volunteer support.
 - Maintains a current level of knowledge and skills required for this position. This is accomplished by attending appropriate training.
 - As needed, serves as staff contact to the Parish Finance Council, Stewardship Committee, and is the pastor's delegate to the Parish Council. (In none of these capacities is the individual a voting member of these Councils).
 - Maintain and communicate the Liturgical Ministry Schedule.
 - Provides briefings/reports to the Pastor (and to others as determined by the Pastor) on parish responsibilities.
 - Meet other responsibilities as assigned by Pastor and as needed to successfully achieve the mission of the position.
- **Finance & Budgeting:**
 - Oversees financial functions, including serving as liaison between the bookkeeper and ministry leads, to include but not limited to accounts payable, receivable, and payroll; bank administration; weekly collection; monthly financial statements; annual operating and capital budget preparation; annual report to parishioners; dual control practices.
 - Reviews and approves all long term contracts which may overlap multiple fiscal years or ministry budgets, following with the Archdiocesan guidelines to ensure contracts are properly executed.
 - Manages all other special appeals or fundraising efforts of the parish.

- **Parish Ministries Resource:**

- Works with parish ministries and their lay leaders to develop and implement a strategy to mirror the parish mission.
- Provide central point of contact on parish staff for ministry needs, including but not limited to, leadership, guidance, counsel, conflict resolution, etc., working as a resource for ministry chairpersons to achieve the stated goals of their ministries.
- Assist in the development and maintenance of campus operating procedures for parish ministries, i.e. housekeeping, security, advertising, scheduling, etc.
- Develop and maintain a system to link parishioners to parish ministry opportunities; this may include creating parish ministry profiles to identify likely ministry-parishioner synthesis for ministry growth.
- Design and implement a system to measure the effectiveness of parish ministries.

- **Archdiocesan Liaison:**

- Oversees the implementation of the annual Archdiocesan Appeals, serving as the parish representative and assures all aspects of this Appeal are completed in a timely and effective manner.
- Serves as liaison for SJN with the Archdiocese, communicating, things such as benefit changes or enrollment, worker's compensation filings, and incident reports.
- Oversees compliance with any Archdiocesan reporting requirements.

Expected Qualities & Qualifications:

- Must be a Catholic, living a life in harmony with the Catholic faith, in Full Communion with the Church. In addition to this, qualified candidates have received the sacraments of Baptism, Confirmation, & 1st Holy Communion; if married, the marriage must be in the Catholic Church. If not presently a member of the St. John Nepomuk Catholic parish, they must join and become an active member of its faith community.
- Commitment to the Mission of the parish and Archdiocese.
- Bachelor degree or equivalent in theology, communications, business administration, public relations, or related field.
- 5+ years demonstrated competence managing multiple responsibilities, including human resource, finance, and plant management.
- Excellent oral, written, and interpersonal communication skills.
- Mastery of office computer software such as Outlook, Word, Excel, and PowerPoint. Comfortable with all forms of modern office technology.
- 5+ years successful work experience in a parish environment, having knowledge of Catholic practices, philosophies, and rites.
- Knowledge of and commitment to development and fundraising.
- Demonstrated ability to recognize and honor diversity within parish community.
- Successful ability to supervise employees and volunteers.
- Ability to work flexible hours, including some nights and weekends.
- Ability to maintain confidentiality.
- Valid Oklahoma drivers' license and legal, operational vehicle to fulfill responsibilities that are outside of the church campus.

Accountability:

- The Director of Parish Life shall be directly accountable to the Pastor.