



Saint Elizabeth Catholic Church

916 Maple Street, Bonham, TX 75418

JOB DESCRIPTION	
Position/Title: Parish Office Manager	Position Type: Full Time
Reports to: Pastor	Date: 05/01/2024

General Summary of the Position

The Parish Office Manager is a leadership role in support of the pastor's responsibilities to the parish. This leader is a steward of the Physical, Financial, and Human Resources of the parish.

Essential Duties and Responsibilities of the Position

The parish office manager either directly performs or is responsible for the supervision / management of personnel and/or volunteers directly performing duties in the following areas:

General Operations Management:

- Strong administrative and organizational skills
- Maintain positive relationships and effective communication between parish / various groups and outside authorities as appropriate
- Must have good customer service skills and work to maintain discretion within the parish office
- Attend and present information at pastoral staff meetings, committee meetings and Parish Finance Council meetings
- Attend diocesan administration meetings representing the parish and the pastor. Distribute and disseminate information obtained at these meetings to all parish personnel as appropriate.
- Consult with and advise pastor on business and administrative matters that affect the parish.
- Direct the management of the parish.
- Oversee the management of the parish records.
- Manage and organize the church calendar, scheduling events, meetings, and appointments to ensure there are no conflicts and that all church activities are well-coordinated
- Coordinate parish casualty, property, and workers' compensation insurance with the diocesan master insurance program

- Direct or provide input into parish stewardship, development, and fundraising initiatives.
- Oversee the management of parish information technology.
- Oversee and participate in strategic planning and day-to-day execution of strategic goals/objectives.
- Maintain familiarity with all applicable policies and procedures.
- Purchase office, church and pantry supplies
- Answering phone calls, e-mails, making and confirming appointments for Pastor.
- Preparing weekly Sunday bulletins and commentator sheets
- Receive incoming mails
- Send yearly records to Diocese; baptism, mass attendance, pastoral review, etc.
- Prepare for First Communion and Confirmation; forms, programs, certificates, remembrances;
- Record in Register books and on PDS, mail letters for record in parish of baptism, file individual certificates
- Assist families of deceased with funeral mass arrangements; prepare Programs if family desires it. Record death to register book.
- Assist Secretary with Baptismal Registry; setting date and required documents for baptism when she's not in office
- Order Annual calendar for church, request sponsorship to cover cost
- Order Annual church donation envelopes, missals, Word Among Us, etc
- Any needed correspondence

Finance and Accounting:

- Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- Solid working knowledge of computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and Google calendar.
- Facilitate the external annual AUP or audit: implement suggested recommendations
- Help prepare, administer, and review the budget process in collaboration with the Parish Finance Council and the Pastor.
- Be comfortable working with accounting software and reviewing financial statements
- Maximize cash management resources
- Coordinate and review parish-based organizations' funds
- Ensure all funds coming into the church are counted and deposited into the correct bank account in a reasonable amount of time
- Ensure bills are paid on time and are in line with the budget
- Keep the Pastor informed of general funds and overall expenses
- Ensure financial accountability and stewardship policies and procedures are implemented and maintained.
- Prepare invoice documentation for Business Manager for payment
- Confirm payment, receive checks for Fr's signature, file in accounts payable file

- Open Safe for Money counters on Monday; supervise count. Following their Bank deposits, attach all documentation to worksheet. Post donations to PDS, print and scan to Business Manager with Bank deposit. File documentation and shred donation envelopes.
- Prepare Money counter schedules
- Print and mail year end donation letters to members of St. Elizabeth

Human Resources:

- Administer salary administration program within the budget guidelines of the location as well as administer the benefits programs.
- In collaboration with the pastor, establish and implement Human Resources policies/procedures
- Establish and conduct employee training for all staff
- Administer all local and some Diocesan Human Resources processes
- Train employee base on the utilization of the ExponentHR system
- Oversee that all individuals working and volunteering for the parish have been Safe Environment cleared
- Work with Diocesan Human Resources department

Facility and Asset Management:

- Coordinate parish purchasing of supplies
- Ensure the facilities are clean and well maintained
- Responsible for ensuring use of parish facilities by various groups complies with all applicable policies
- Supervise any major construction, improvement or repair as coordinated by the Building Committee.
- Establish emergency procedures for staff
- Maintain security of property (keys, files, valuables, etc.)

Other Duties:

- Functions as a resource and supporting team member for all Parish activities and events
- Additional duties as assigned by Pastor

Education and Experience:

- High School Diploma or Associate degree (minimum)
- Non-profit experience preferred.

Special Requirements:

- Practicing Catholic.
- Background Check: This position requires a criminal background check and credit check.
- English proficiency required

DO NOT REMOVE

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of St. Elizabeth Catholic Church.

St. Elizabeth Catholic Church reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.

CONTACT

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