

St. Augustine Parish

Title: Director of Administrative Services
Status: Full-time
Reports to: Pastor
Category: Professional

OPERATING ENVIRONMENT:

St. Augustine Parish, Vancouver, operates within the Archdiocese of Vancouver which extends from Vancouver and the Sunshine Coast east to Hope and Boston Bar, north to Anahim Lake, and west to Bella Coola, encompassing 77 parishes, 48 schools and a Catholic population in excess of 470,000.

The Archbishop is the visible principle and foundation of unity in the particular church entrusted to him. In a unique way, he makes Christ's mission present as Shepherd of the Catholic Community and appoints a pastor to care for the temporal and spiritual needs of each parish.

In December of 2006, the Archdiocese of Vancouver published its Declaration of the Archdiocesan Synod called "LET US ACT!" This document was produced following a nine year process resulting in the Archbishop accepting fifty (50) propositions recommended by the members. It is in the spirit of that Synod that this position is created focusing on the first Proposition where it "Encourage(s) pastors to delegate more of their administrative duties to the laity (in order) to allow priests a greater opportunity to be spiritual leaders and teachers".

While priestly issues and concerns were not a primary focus of the Synod, the appointed and elected members chose to express their concern for priests in two propositions the first of which, stated above, was ranked as a top priority of the fifty stated.

St. Augustine Parish "is a certain community of Christ's faithful stably established within a particular Church, whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor" Canon 515 The Director of Administrative Services serves as the Chief Administrative and Financial Officer of the parish under the guidance and supervision of the Pastor. The administrator will make recommendations for carrying out the day-to-day operations of the parish in all areas under his/her charge, including oversight of human resources; material resources (physical plant, equipment and furnishings); and financial resources. In addition, the Director assists the Pastor in the stewardship of all parish resources in collaboration with the Parish Finance Council and the Parish Pastoral Council.

Ministry of Administration

1.) Financial Responsibilities

- ◆ Maintains an accurate filing and recordkeeping and reporting system for all parish financial matters. Prepares monthly, quarterly, and year-end reports for parish and Archdiocese.
- ◆ Administers a cash flow management system with purchasing and payment schedules clearly defined.
- ◆ Prepares, administers, and reviews the budget process in collaboration with the Finance Committee, Pastor, and other committees.
- ◆ Monitors collection, counting, recording, & depositing of parish revenue from all sources.
- ◆ Serves as a resource to parish organizations in financial matters. Serves as parish contact with financial institutions and Archdiocese, in collaboration with the Parish Finance Committee.
- ◆ Assists in the planning of financial stewardship and long range planning efforts.

2.) Administrative Responsibilities

- ◆ Directs the operation of the parish office. Schedules, supervises, and evaluates office staff.
- ◆ Supervises the maintaining of parish membership and sacramental records.
- ◆ Sets and Chairs staff meetings, attends Pastoral Council meetings, and other committee meetings. Attends the Archdiocesan meetings where appropriate for training and development.
- ◆ Administers parish salary and benefit policies as directed by the Pastor. May serve on search and screen committees.
- ◆ Attends to the hiring and selection of personnel under the direction of the Pastor.

3.) Facilities Management Responsibilities

- ◆ Oversees and supervises the maintenance staff.
- ◆ Oversees the scheduling and use of parish facilities, coordinates liability and maintenance needs
- ◆ Negotiates contracts with suppliers and construction firms. Coordinates efforts with maintenance and Finance Committee.
- ◆ Prepares, administers, and communicates security policy to staff and parish organizations.

4.) Parish Ministry Responsibilities

- ◆ Knowledge of parish mission statement and ability to apply it to actual situations
- ◆ Assists the pastor and the Pastoral Council in the evaluation and assessment of the needs of the parish by identifying parish ministries, services and events which serve the purposes as laid out in the parish mission statement.
- ◆ Directs the promotion of and commitment to discipleship and stewardship

Skills, Knowledge, and/or Abilities

1.) Financial Responsibilities

- ❖ Knowledge of accounting and record keeping principles and practices.
- ❖ Knowledge of cash flow management.
- ❖ Knowledge and ability in budgetary principles and Archdiocesan regulations/procedures.

- ❖ Ability to maintain accurate collection and deposit records.
- ❖ Ability to communicate and offer assistance to a wide variety of parish staff & organizations.
- ❖ Ability to represent the parish well in dealings with outside business and organizations.
- ❖ Knowledge of fund raising and long range planning techniques.

2.) **Administrative Responsibilities**

- ❖ Ability to supervise parish staff.
- ❖ Working knowledge of computer operations and parish office equipment.
- ❖ Knowledge of Archdiocesan record keeping requirements.
- ❖ Ability to cooperatively work with small groups of volunteers.
- ❖ Knowledge of personnel policies and procedures including legal requirements.
- ❖ Knowledge of personnel selection procedures including legal requirements.
- ❖ Awareness of liability and litigation procedures and ability to respond to federal, provincial, local laws and of Canon Law.

3.) **Facilities Management Requirements**

- ❖ Ability to supervise maintenance staff.
- ❖ Knowledge of work contracts and purchasing guidelines.
- ❖ Skill in developing facilities use schedule and the ability to communicate it to parish & staff.

4.) **Parish Ministry Responsibilities**

- ❖ Knowledge of parish mission statement and ability to apply it to actual situations.
- ❖ Ability to project a faith-filled presence.
- ❖ Knowledge of Catholic social teaching and ability to apply it to actual situations.
- ❖ Ability to maintain confidentiality.

Education, Training, and/or Experience

Major in Business Administration, Accounting, or Finance or a combination of education and experience

Five to Ten years experience in business or management preferred.

Computer skills and knowledge of accounting required.

Supervision experience preferred.

Knowledge and understanding of the Catholic Church and its mission required.

Experience from volunteer efforts on parish committees and events preferred.

CONDITIONS OF EMPLOYMENT

Willingness to:

- be an active member of a Catholic parish;
- exhibit firm commitment and fidelity to the teachings of the Roman Catholic Church
- model servant leadership among staff and associates;
- maintain the highest level of expertise and knowledge on the range of evangelization issues especially in regard to the administration of a parish;
- to assume responsibility for continuing professional development, significant reading and other research, and networking with persons engaged in similar work;
- Some evening work may be required

