

TRINIDAD AREA CATHOLIC COMMUNITY POSITION DESCRIPTION

POSITION TITLE:	Business Manager
IDENTIFYING INFORMATION:	
Schedule:	Part-time - 20-25 hrs per week
Status:	Non-Exempt
Salary Range:	\$16 - \$18 per hour
Reports to:	Pastor

POSITION SUMMARY

Business Manager is a professional administrator who assists the Pastor and is responsible for overseeing the day-to-day administrative operations of the church office, including managing staff schedules, coordinating church events, maintaining membership records, handling financial documents, overseeing communication channels, and providing general administrative support to the pastoral team, all while ensuring compliance with church policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers all aspects of the parish office's daily operations including: designated staff and volunteers, offices and workstations, security, key distribution, communication systems and database management.
- Directs management of the parish office: personnel management, personnel policies, hiring and termination procedures, preparing job descriptions
- Assists with administration of parish missions and their operations.
- Ensure communications on programs to parishioners, parish groups, missions, and, as needed, the broader community.
- Collaborates weekly with the Office Assistant who produces the bulletin.
- Proofreads bulletin for layout, content and clarity.
- Contributes content to Sunday bulletin as needed to promote parish events.
- Recruits, trains and administers volunteers to maintain parish database, office filing system, sacramental recordkeeping, collection envelopes, on-line parish calendar, provide clerical support and other office functions. Orders annual parish calendar.
- Oversees parish bulk mailings.
- Keeps office supplies arranged and orderly. Orders office supplies.
- Provides secondary phone support for incoming calls.
- Greets and assists visitors as needed.
- Collaborates with church committees and volunteer groups in the Parish to ensure quality and effectiveness of their ministry.
- Manages use of church space by parish and outside groups.
- Prepares the monthly presider schedule in conjunction with the Pastor and priest.

- Gains knowledge of parish collection counting procedure to oversee process when bookkeeper is unavailable.
- Plans and prepares Staff Meetings as requested by the Pastor.
- Oversees the posting of door signs to update parishioners on changes to open office hours and priests' availability.
- Recruits, trains and oversees parish volunteers.
- Oversees the management and coordinates with the bookkeeper to maintain parish financial records

Education and Experience:

- Associates degree in Business Administration, Finance, or related field. Bachelor's degree preferred.
- 2-5 years' experience in a supervisory position
- 2-5 years' experience in business or management
- Experience in a church or other ministry setting is preferred

Knowledge, Skills and Abilities demonstrating application of the following:

- Ability to handle sensitive, confidential information with discretion
- Strong interpersonal communication skills required, written and verbal communication
- Demonstrates professionalism with the ability to represent the parish
- Experience with a broad range of administrative duties
- Knowledge of personnel issues, including policies, procedures, selection, insurance, and employee benefits
- Knowledge of the principles of accounting according to diocesan policies and procedures
- Familiar with pertinent and applicable civil law in all levels of governments
- Self-motivated, well organized, detail oriented, and able to effectively work independently within a team framework.
- Proficiency in email, internet, and Microsoft Office
- Organization, time management and ability to manage tasks effectively
- Knowledge of the operation of diocesan deaneries, parish structures and operations preferred

Supervisory Responsibility:

- This position is responsible for overseeing parish staff and day-to-day activities of the office.

Working Environment and Required Activities:

- This position is in a general office setting
- Days and hours of work are generally Monday, 8:30 AM to 4:30 PM and Tuesday, Wednesday, Thursday and Friday, 8:30 AM – 12:30 PM.

- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.
- Ability to sit or stand for long periods of time using various office machinery.
- Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying

Other Requirements:

- The candidate must be a practicing Roman Catholic and in good standing with the Church.
- Must be able to pass a criminal background investigation
- Must have a good driving record, a current Colorado Driver's License, and automobile insurance

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.