

Pastoral Assistant for Operations & Administration

Overview of the Position

Answering directly to the Pastor, the responsibilities of the Pastoral Assistant for Operations & Administration are three-fold: (1) to administer the financial and physical resources of the Parish, (2) to oversee human resource issues, including payroll for all employees and the maintenance of appropriate working conditions for Operations Staff and volunteers, and (3) to coordinate planning among the Pastoral Staff and assist the planning and processes of various lay advisory groups of the Parish—i.e., the commissions and councils. Maintaining a 360° view of Parish Operations, the PAOA works with the Pastor and Pastoral Staff to facilitate the structural needs and so enable the mission of St. Ignatius to be accomplished efficiently.

As this position involves managing the Parish's \$2-million annual operating budget, the PAOA must be capable of understanding and overseeing the development of budgets, be well-versed in current accounting procedures and best practices, and skilled in developing operational reports for various constituencies.

Further, the PAOA must know how to supervise both volunteers and Operational Staff, and, as a colleague with the Pastoral Staff, must enable their ministries by overseeing budgetary, scheduling, and planning processes. Finally, this person should be a proven leader who can nurture a culture of shared responsibility, clear accountability, and spiritual discernment among both internal and external constituencies.

Specific Responsibilities

1. Financial Management

- Manages and oversees all financial operations of the Parish, ensuring compliance with applicable civil and Archdiocesan requirements (e.g., any federal, state, and local taxes), and the accuracy and completeness of records.
- Oversees bookkeeping, receivables, banking, purchasing, and the payment of all parish invoices and bills in a timely manner.

- Oversees collection, counting, recording, and depositing of ordinary parish revenue, and, with the Director of Development, oversees collection and deposit of revenue in any other categories.
- Oversees and manages the annual budgetary process, through cooperation with the Pastor, the Finance Committee and other relevant parties, and knowledge of the needs and capacities of the Parish.
- Serves as Staff liaison to the Parish Finance Committee, working with Committee chair to prepare agenda, and preparing regular reports both for the Committee, for the Pastor, and for other relevant groups.

2. Physical Resource Management

- Oversees general operations of the physical plant – e.g., building use, rental agreements, and calendar planning – in consultation with the Pastor and Staff.
- Act as primary liaison with USF regarding issues of security, rental agreements, and use of University space by the Parish or vice-versa.
- Oversees and approves purchases and maintenance of office supplies, computers, and other equipment, including researching vendors and negotiating contracts with suppliers of goods and services.
- Works with Building Committee and others to facilitate any capital improvements approved by the Pastor.

3. Human Resource Management

- Administers procedures for tracking attendance, vacation, sick leave, and other leaves of absence in accord with applicable laws and regulations.
- Manages Operational Staff and administrative volunteers to insure a professional, positive work environment.
- Administers policies and procedures – including performance evaluations and training – for Operational Staff.

- Ensures compliance with all Federal, State, and local employment laws, including regulations regarding exempt status and overtime rules.
- Under the direction of the Pastor, develops job descriptions and coordinates hiring and on-boarding of all employees.
- Oversees payroll and benefit packages for all employees.
- Oversees proper background checks and training for all employees, and compliance for the Parish in all matters dealing with Archdiocesan and Jesuit guidelines for ministry.
- Administers any grievance and personnel issues in a just manner, in line with policies of the Parish and the Archdiocese.

4. Planning & Process Management

- Convenes all Staff meetings and ensures meeting notes are taken and promotes follow-up actions among the Staff.
- In collaboration with the various Commissions, Councils, and Committees of the Parish, creates appropriate processes for planning and execution of the Parish mission.
- At the direction of the Pastor, convenes strategic and operational planning groups to affect integration among the various constituencies of the Parish.

Other Desirable Skills

- Experience in organizational or operational management positions.
- Experience in supervision and evaluation of persons and programs
- Experience working with Church or other non-profit operations.
- Strong working knowledge of Catholic and/or Jesuit organizations
- Significant interpersonal, management, and negotiating skills – including experience in motivating and supporting Staffs and volunteers.

- Ability to communicate well in written and spoken forms with people of various cultural, economic, and educational backgrounds.
- Zeal and determination, i.e. a strong work-ethic.

Please send resume to: Chris Shelton clshelton@usfca.edu