

St. John the Baptist Parish
Parish Manager – Position Outline
(August 2021)

Duties

General office administration
Oversight parish bookkeeping/accounting, liaison with accounting firm
Record keeping, document filing, storage, supply ordering
Property management – rentals, security, maintenance contracts
Communications with stakeholders/external parties
Oversight/administration for catechesis
Assistance with lay ministry coordination
Cemetery records maintenance
Administrative oversight for sacramental preparations/celebrations
Resource for parish councils and committees
Assistant to pastor in all activities

Hours

8:30 – 4:30, Mon-Fri; 30 minute lunch break (37.5 hrs weekly)
Office open to public minimum 20 hours/week
Attendance outside work hours at council/committee meetings/special events/liturgies

Compensation/Benefits

Salary range - \$36,000 - \$43,000 (commensurate with experience, qualifications)
Vacation – Two weeks, three for eight yrs + experience
Benefits – enrollment in Diocesan health/insurance benefit plan
Other paid leave – stat holidays, ten days sick/medical/family/personal

Qualifications

Membership in Roman Catholic Church
Relevant post-secondary certificate or degree (i.e., health/social services/office admin)
Relevant experience (i.e., office admin/healthcare/social services/pastoral work)
Training or prior experience as catechist, pastoral associate, lay minister desirable
Successful applicant must complete Vulnerable Ministry Training with police background check
Computer/technology/social media literacy; financial literacy an asset
Effective communication/writing skills, interpersonal skills
Commitment to confidentiality/diversity/inclusiveness

Reporting

Pastor
Parish Personnel Committee