

## **JOB DESCRIPTION**

Position Title: Director of Ministerial Support  
Supervisor's Title: Pastor

Status: Exempt  
Approval Date: \_\_\_\_\_

### **Job Summary:**

The Director of Ministerial Support is a full-time, 40-hour-a-week, exempt position serving as a staff resource in support of the pastor, and fulfilling parish administrative needs in the areas of managerial, human resource, communications, and technology. Understands the overall parish mission and administers parish business operations in relation to it.

### **Knowledge, Skills, & Abilities:**

#### **K: Knowledge**

1. Bachelor's degree or equivalent required, Business Administration preferred.
2. Work experience in business administration preferred.
3. Supervisory experience required.
4. Working knowledge in MS Office products.
5. Working knowledge of office technology.
6. Knowledge of employment laws, Catholic social teachings in the area of employment, and application of Canon law.
7. Must have a valid driver's license for the State of Wisconsin.
8. Practicing Catholic preferred.

#### **S: Skills**

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Conflict resolution and mediation experience preferred.

#### **A: Abilities**

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

### **Duties and Responsibilities:**

#### **Managerial Responsibilities**

- Directs the operation of the parish office, e.g., schedules, supervises, and evaluates office support staff.
- Oversees operation of parish office technology, including the phone system, printers, and duplicating/faxing equipment.
- Supervises or directs the maintaining of parish membership and sacramental records.
- Attends staff meetings and other meetings at the request of the Pastor/Parish Administrator/supervisor.
- Acts as a resource (not member) for Finance Council.
- Coordinates and prepares parish response to liability and legal concerns, in accordance with Archdiocesan office as appropriate.
- Participate with the Business Administrators Archdiocese of Milwaukee (BAAM) professional group

#### **Financial Responsibilities**

- Assists in the preparation and administration of the annual budget as relates to the Parish Office and Pastoral Council departments.

## **Human Resources Responsibilities**

- Develop and lead/manage a team of paid staff and/or volunteers.
- Development and communication of policies and procedures, e.g., Personnel Handbook.
- Administers salary policies as directed by the Pastor and Personnel Committee.
- Establish and administer a staff compensation program including job descriptions, grade levels, salary ranges, and periodic (annual) benchmarking and adjustment.
- Develop, document, and administrate staff recruiting process that meets the needs of ministry area leaders and ensures compliance with all state and federal laws.
- Support ministry area in the development of training and annual performance appraisals/development plans.
- Maintain all employee records to ensure compliance with all state and federal employment laws.

## **Communications:**

- Create and maintain a favorable public image through print and social media, overseeing the creation and publication of the weekly bulletin.
- Create media releases and develop social media programs that engage and increase awareness.

## **Computers/IT:**

- Responsible for the day-to-day operation of computer, telecommunications and security networks.
- Provide technical help and advice to computer users and organizations.
- Support computer networks, telecommunications, security cameras and door-locking system, and database management.
- Carry out security measures to protect an organization's computer network and systems.
- Manage website and technical aspects, e.g., performance, speed, and capacity.

## **Facilities Responsibilities**

- Coordinates the scheduling of parish facilities/building management and ensures all liability and maintenance needs are coordinated.
- Administers and communicates the parish security policy to all staff and parish organizations.

## **Stewardship:**

- Education and administration of short and long term focus on discipleship, gratitude, and generosity.
- Plans, executes, and summarizes annual stewardship commitment and third source funding.
- Coordinate stewardship activities, e.g., campaigns, endowments, fundraising, etc.

## **Other:**

Other duties as assigned.

## **ADA Physical Requirements:**

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Nature of Supervision Received:**

This position will receive supervision from the Pastor and assistance/guidance from other Pastoral Staff members.

**Judgment Exercised/Decisions Made:**

Employee is expected to take initiative and make decisions based on the mission and vision of parish and/or school and direction from the Pastor, while staying within the established department budgets.

**Number of Employees Supervised:**

Employee is expected to supervise between 2 support staff members within the Parish office.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - \_\_\_\_\_

Date - \_\_\_\_\_