



## ROMAN CATHOLIC DIOCESE OF BOISE

### *Job Description*

<b>Parish:</b>	Holy Apostles Catholic Church
<b>Position Title:</b>	Parish Operations Manager
<b>FLSA Designation:</b>	Full-time (40 hours/week), Exempt, Ministerial
<b>Reports to:</b>	Pastor

#### **POSITION SUMMARY:**

The Parish Operations Manager serves as the principal operational leader of the parish and acts as a vital bridge between the Pastor and parish staff. This role encompasses responsibility for human resources and compliance, financial stewardship, facilities and project management, conflict resolution, and day-to-day parish operations.

Working in close collaboration with the Pastor, the Parish Operations Manager translates pastoral vision into actionable plans while safeguarding the parish's human, financial, and physical resources. By ensuring that parish operations are professional, organized, and efficient, the Parish Operations Manager enables the Pastor to focus primarily on spiritual leadership, sacramental ministry, and pastoral care.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of and strong commitment to the mission of the Diocese of Boise; must be in full communion with the Roman Catholic Church.
- Does not espouse doctrine inconsistent with the teachings of the Roman Catholic Church.
- Demonstrated ability to foster strong, respectful relationships with clergy, religious, lay leaders, parishioners, and the public.
- Excellent communication, interpersonal, and active listening skills.
- Proven ability to organize, prioritize, and manage multiple responsibilities with attention to detail and a sense of urgency.
- Ability to work both independently and collaboratively within a team environment.

- Demonstrated leadership skills, including the ability to motivate others, delegate appropriately, and promote accountability.
- Ability to exercise discretion and maintain strict confidentiality.
- Ability to meet all parish and diocesan Safe Environment requirements and successfully pass a criminal background check.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Leadership & Pastoral Support**

- Serve as a trusted advisor to the Pastor and, when delegated, represent the Pastor in parish councils and committees.
- Provide guidance and support to the parish staff.
- Act as a neutral and professional mediator to resolve staff concerns before escalation to the Pastor.
- Address concerns raised by parishioners, volunteers, and committees with professionalism, discretion, and compassion.

### **Administration & Operations**

- Provide managerial oversight of parish day-to-day operations, facilities, property management, cemetery operations, office services, and human resources.
- Develop and coordinate budget requirements for office operations and staff, ensuring resources are planned and allocated effectively.
- Maintain awareness of all scheduled parish activities and coordinate planning efforts across ministries.
- Facilitate parish calendar planning meetings.

### **Human Resources & Compliance**

- Directly supervise parish staff and foster collaboration, accountability, and operational efficiency.
- Manage employee onboarding, offboarding, annual performance reviews, and staff evaluations (conducted annually in June).
- Meet individually with staff members to support professional growth and address challenges.
- Ensure staff handbook and job descriptions remain current and compliant with labor laws and diocesan policies.
- Participate in staff recruitment, hiring, and training processes.

- Serve as backup support for staff roles as needed.

### **Safe Environment & Risk Management**

- Complete and submit the annual Diocesan Safe Environment audit.
- Advise the Pastor and Parochial Vicar(s) on Safe Environment matters.
- Meet with registered sex offenders seeking to attend Mass and complete all required documentation for submission to appropriate agencies.

### **Facilities & Events**

- Collaborate with the Facilities Manager to prioritize repairs, maintenance, and capital improvements.
- Plan and oversee special parish events and liturgies.
- Order and track liturgical supplies and materials.

### **Communication & Coordination**

- Coordinate priests' schedules in collaboration with the Parish front desk manager.
- Work closely with the Communications Manager to ensure parish communications are accurate and timely.
- Collaborate with St. Ignatius School to share events and important information, strengthening parish-school communication.
- Plan and lead staff meetings, retreats (annual) and staff social events.

### **Other Duties**

- Perform other duties and special projects as assigned or delegated by the Pastor.

## **QUALIFICATIONS**

### **Education and Experience:**

- Minimum 4 years of experience managing employees and/or volunteers.
- Education in theology or pastoral ministry (certification or bachelor's degree) preferred.

### **Essential Physical Abilities**

- Ability to perform essential job functions safely and effectively, with or without reasonable accommodation.
- Ability to operate standard office equipment for extended periods.

- Sufficient mobility, strength, and dexterity to bend, stoop, reach, lift up to 25 pounds, and perform general office tasks.
- Ability to communicate effectively and perceive visual and auditory information necessary to perform job duties.

**Additional Qualifications**

- Demonstrates a growing personal relationship with Jesus Christ.
- Proficiency with technology relevant to the position, including Microsoft Office, Google Workspace, and related systems.
- Working knowledge of Flocknote, Constant Contact, or similar preferred.
- Availability to work weekdays and weekends as required.
- Professional demeanor with clean and neat personal appearance.
- Bilingual ability preferred.

**DISCLAIMER** The above is intended to describe the general context of requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have received a copy of this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_