

BLESSED SACRAMENT PARISH
FT. MITCHELL, KENTUCKY

DIRECTOR OF TEMPORAL GOODS

Position Summary

The Director of Temporal Goods assists the Pastor of Blessed Sacrament in the stewardship and administration of the parish's temporal goods in accord with the mission of the Catholic Church and diocesan policy. This position provides oversight and operational leadership of parish finances, facilities, property management, and administrative functions in support of the pastoral mission of the parish, while collaborating with the parish staff, diocesan offices, Parish Pastoral & Finance Councils and outside professionals.

Essential Functions

1. Assist the Pastor in the stewardship and administration of the parish's temporal goods in accord with diocesan policy and the mission of the Catholic Church.
2. Provide oversight of parish financial operations, including budgeting, financial review, internal controls, and long-range financial planning.
3. Review financial reports and assist the Pastor in evaluating the financial condition of the parish.
4. Collaborate with and receive consultative input from the Parish Finance Council in support of the financial stewardship and operational planning of the parish.
5. Coordinate audits, insurance coverage, contracts, and compliance with diocesan financial and administrative requirements.
6. Oversee the maintenance, safety, cleanliness, and operational readiness of parish buildings, grounds, and related properties.
7. Supervise facilities personnel, contracted vendors, and service providers related to parish operations and property management.
8. Coordinate repairs, preventative maintenance, capital improvements, and construction or renovation projects.
9. Assist in the development and implementation of operational policies, procedures, and administrative practices.
10. Support efficient parish operations through leadership, planning, organization, and communication.

11. Collaborate with parish staff, ministries, diocesan offices, volunteers, and outside professionals in support of parish operations and mission.
12. Maintain appropriate confidentiality and exercise sound judgment in financial, operational, and personnel matters.
13. Perform other duties as assigned by the Pastor consistent with the mission and operational needs of the parish.

Qualifications

1. Practicing Catholic who supports the teachings, mission, and values of the Catholic Church.
2. Bachelor's degree in business administration, finance, management, facilities management, accounting, or a related field preferred.
3. Demonstrated experience in financial oversight, operations management, facilities management, nonprofit administration, or related leadership roles.
4. Working knowledge of budgeting, financial reporting, internal controls, contracts, insurance, and property management practices.
5. Strong organizational, leadership, interpersonal, and communication skills.
6. Ability to supervise personnel, manage vendors and contractors, and coordinate multiple projects and priorities simultaneously.
7. Ability to maintain confidentiality and exercise sound judgment in financial, operational, and personnel matters.
8. Familiarity with parish life, diocesan structures, and the mission of the Catholic Church preferred.
9. Proficiency in standard office technology, financial software, and administrative systems.
10. Ability to work collaboratively with clergy, parish staff, volunteers, parishioners, diocesan personnel, and outside professionals.