

Job Title: Mission Support Leader
Reports To: Pastor
Hours: Full-Time, 40 hours per week
Salary Range: \$60,000-65,000/yr

Vision:

His Life. His Mission. Our Focus. Mary, Mother of the Church is a loving family with Jesus Christ at the center of our lives. In the Father's love, we discover our unique gifts and purpose. In the Holy Spirit, we are Christ to others through our life-giving relationships, gospel outreach, and vibrant worship.

We desire to raise up leaders who will live as missionary disciples in the world. The Mission Support Leader provides strategic leadership that transforms operations from maintenance to mission. Serving in a supervisory role, the Mission Support Leader aligns resources, finances, and administrative operations to support evangelization, ensuring the parish structure serves its overarching purpose of focusing on who we are called to be in Christ and to fulfill the Great Commission: "Go make disciples" (Mt. 28:19).

Position Overview:

- **Operational Transformation:** Oversee and evaluate parish operations to ensure all systems (finances, facility, administration) are aligned with our missionary identity.
- **Stewardship and Finances:** Allocate financial resources to prioritize evangelistic efforts over maintenance, utilizing available tools for better stewardship.
- **Staff and Volunteer Mentoring:** Cultivate high-performing staff and volunteer teams to support ministry goals as a supervising mentor.
- **Leadership and Culture:** Build a culture of mission and evangelization, supporting parish leadership in implementing changes that create a thriving community focused on the parish vision.

Areas of Responsibility:

- **Administration of the Office:** Ensure office systems, administrative processes, communications, and media platforms are effective, efficient, and aligned with the parish vision.
- **Diocesan Safe Environment:** Collaborate with staff and volunteers to ensure compliance with diocesan safe environment requirements and maintain current reporting.
- **Diocesan Vehicle Safety Program:** Collaborate with staff and volunteers to ensure compliance with diocesan driver requirements and timely reporting.
- **Technology:** Manage relationships with 3rd party IT providers, ensuring that the service provided is appropriate. Maintain administrative access for all IT systems.
- **Buildings and Grounds:** Supervise and support Buildings and Grounds operations, including project approval, budgeting, purchasing, maintenance oversight, and review of custodian maintenance logs.
- **Finance Department:** Supervise and assist the Finance Department and Finance Council:
 - **Accounting and Reporting:** Ensure accurate and transparent bookkeeping and financial reporting in compliance with federal, state, local, and diocesan requirements. Present timely reports to the Pastor and Finance Council, as needed.

- **Financial Controls:** Collaborate with the Finance Council and the Pastor to ensure that best practices are implemented and followed, particularly in areas of financial vulnerability.
- **Payroll/Disbursements:** Ensure accurate and timely payroll, bill paying, and other disbursements in compliance with federal, state, local, and diocesan policies.
- **Budgeting:** Collaborate with the Pastor and Finance Council to develop budgets and forecasts.
- **Human Resources:** Manage their direct reports, including documentation, benefits, onboarding/offboarding, performance reviews, and performance opportunities.
- **Communication and Collaboration:** Regular meetings with Pastor, staff, councils, teams, and volunteers associated with facilities, finances, administration, and IT.
- **Redundancy Planning:** Collaborate with direct reports to create written instructions for their job duties and identify potential individuals to cover critical duties in their absence.
- **Other Duties:** May provide assistance through other duties assigned to meet the ongoing needs of the parish.

Direct Reports:

- Finance Assistant
- Office Assistant
- Buildings and Grounds

Ideal Qualifications and Experience:

- A visible and active witness to Catholic discipleship, including fidelity to Catholic faith and morals, respect for pastoral authority, and commitment to Catholic unity.
- Ability to lead change and foster a mission-driven culture aligned with the principles of Divine Renovation and a movement from maintenance to mission.
- Demonstrated leadership ability with experience in managing operations, delegating effectively, and building collaborative staff and volunteer teams.
- Excellent interpersonal, communication, collaboration, problem-solving, and conflict-resolution skills.
- Minimum of 3 years of experience in business management, parish leadership, office administration, or people management.
- Basic accounting proficiency.
- Professional discretion and confidentiality regarding financial and personal information.
- Highly skilled in time management, strategic planning, and implementation.
- Self-motivated, adaptable, and capable of managing multiple priorities.
- Proficiency with or the ability to learn Microsoft 365 (especially Excel), Google Workspace, QuickBooks, and in-house, web-based applications such as ParishSoft, WeShare, Canva, Flocknote, LPi, and RaiseRight. Familiarity with website administration, social media platforms, and telephone systems is desired.