

St. Theresa of Avila Catholic Church

JOB DESCRIPTION

Position Title: Parish Office Manager

I. Position Summary

The Parish Office Manager serves as a key leader within the parish, responsible for overseeing the daily administrative operations of the parish office while fostering a healthy, mission-driven organizational culture. This role integrates leadership, management, and accountability to ensure that parish staff are aligned, supported, and effectively carrying out the parish's mission.

Grounded in Catholic values and informed by principles of working healthy and smart, the Parish Office Manager promotes clarity, disciplined execution, and strong communication across all administrative and ministry support functions.

II. Mission Alignment

The Parish Office Manager supports the pastor in advancing the mission of the Church by:

- Ensuring effective and efficient parish operations
- Cultivating a culture of trust, clarity, and accountability
- Supporting staff in using their God-given gifts in service to the parish

III. Qualifications and Expectations

Required:

- Practicing Catholic in good standing
- Strong commitment to the mission and teachings of the Catholic Church
- Proven experience in office management, administration, or team leadership
- Excellent organizational, communication, and interpersonal skills

Preferred:

- Experience working within parish, diocesan, or nonprofit settings
- Familiarity with leadership and team development principles
- Bachelor's degree in business administration, ministry, or related field

Core Competencies:

- Skilled written and oral communication
- Project management
- Experienced in problem solving and creating clear pathways to overcome obstacles
- Ability to lead with compassion, respect, and faith
- Proven ability to collaborate, and build strong, unified teams

Work Environment:

- Full-time parish office setting
- Supports and participates in the sacramental and spiritual life of your home parish
- Upholds the moral and ethical teachings of the Catholic Church
- Requires some evening and weekend availability
- This is an office position in a 2-story building. Ability to climb flights of stairs is required.

IV. Key Responsibilities

Leadership (Vision & Culture)

- Foster a healthy organizational culture rooted in trust, humility, and shared mission
- Promote clear priorities, goals, and expectations for staff
- Model servant leadership grounded in Catholic teaching
- Lead structured and effective staff meetings that ensure alignment, problem-solving, and follow-through
- Support the pastor in strengthening team unity, clarity, and organizational health within the staff

Management (Execution & Systems)

- Oversee day-to-day operations of the parish office
- Establish and maintain clear, consistent processes for workflow, communication, and decision-making
- Ensure staff roles and responsibilities are clearly defined and understood
- Ensure compliance with diocesan policies, procedures, and reporting expectations
- Oversee special projects as assigned, including follow-through on project approvals with contractors and the diocese to ensure all legal, diocesan, and insurance requirements are met

Accountability (Performance & Results)

- Establish clear expectations, priorities, and measurable outcomes for staff
- Conduct regular check-ins to review progress, remove obstacles, and ensure alignment
- Hold staff accountable in a manner that is clear, consistent, and rooted in respect and charity
- Address performance concerns directly and constructively, with a focus on growth and improvement
- Monitor key operational indicators to support effective parish functioning and informed decision-making

Staff Development & Team Health

- Recognize and develop the unique gifts and strengths of staff members
- Assist the pastor in ensuring the right people are in the right roles and supported to succeed
- Encourage collaboration, ownership, and commitment to parish priorities
- Promote healthy communication, constructive dialogue, and mutual respect
- Support onboarding and ongoing training and formation of staff

Communication & Coordination

- Serve as a central point of coordination for staff communications
- Maintain strong communication between clergy, staff, ministry leaders, and parishioners

Financial & Administrative Stewardship

- Work with the pastor and accounting staff to develop, monitor, and adhere to departmental budgets
- Ensure responsible stewardship of parish resources
- Support financial planning efforts as directed by the pastor
- Work with staff to ensure expenditures align with approved budgets and parish priorities