

Portland Peninsula and Island Parishes (Cluster 21)

BUSINESS COORDINATOR Job Description

**POSITION TITLE: CLUSTER BUSINESS COORDINATOR
REPORTS TO: PASTOR**

The Cluster Business Coordinator is a professional who reports directly to the pastor. This minister assists the pastor with the stewardship of the physical, financial and human resources of the cluster, in accordance with canon law and diocesan policies and guidelines. The Cluster Business Coordinator is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources, and helps the Church fulfill its mission and purpose.

The Cluster Business Coordinator serves in a key cluster management position. The Business Coordinator, together with the pastor, parochial vicar(s), deacon(s), pastoral life coordinator and school principal, forms the core management team that ensures the administrative and pastoral needs of the cluster are met.

I. Responsibilities

A. Financial Responsibilities

1. Prepares, administers and reviews compliance with the budget for revenue and expenses in collaboration with the finance council(s), pastor, cluster pastoral life coordinator, school principal and appropriate committees.
2. Provides staff support for the Cluster Finance Council and to the Budget and Properties Subcommittees of the parishes. Advises the Finance Council regarding the application of financial policies. Ensures the Council and parish Budget and Properties Subcommittees have the information needed to carry out their responsibilities.
3. Provides staff support for the development and stewardship efforts of the cluster. Within a framework of stewardship as a way of life, facilitates the achievement of cluster revenue targets, including cluster offertory, Bishop's Appeal, special collections, planned giving, and other fund-raising activities.
4. Monitors the collection, counting, depositing and recording of cluster revenue from all sources.
5. Ensures that proper internal controls pertaining to the safeguarding of assets are in place and followed.

6. Maintains an accurate filing and record keeping and reporting system for all cluster financial matters. This includes, but is not limited to, ensuring that timely reconciliation of all accounts is performed.
7. Oversees processing of payroll for compliance with diocesan policies and with federal and state regulations.
8. Prepares monthly, quarterly and year end financial reports for cluster and Diocese.
9. Prepares and facilitates quarterly reporting to the cluster membership regarding the use of their gifts of time, talent, and treasure.
10. Serves as a cluster contact with financial institutions and the diocesan financial officers.
11. Assists in the planning of financial stewardship and long range planning efforts.
12. Serves as a resource to cluster organizations and all fund-raising committees in all financial matters from planning to auditing.

B. Administrative Responsibilities

1. Directs the operation of the cluster business office. Schedules, supervises and evaluates all non-pastoral staff including full- and part-time secretarial, bookkeeping and custodial employees and non-pastoral volunteers at Pastoral Center and church sites.
2. Oversees operation of cluster computer system, telephone system and other equipment.
3. Ensures effective use of LOGOS software for effective cluster management.
4. Manages the flow of communication between diocesan offices and the cluster business staff, when appropriate.
5. In conjunction with the Pastoral Life Coordinator, supervises or directs the compilation and maintenance of cluster membership and sacramental records utilizing the LOGOS database applications developed for that purpose.
6. Attends staff meetings and Finance Council meetings and other committee meetings appropriate to the position. Attends, when requested by the pastor, Cluster Pastoral Council meetings and School Board meetings. Attends diocesan meetings for training and development.
7. Interacts with Pastor, Pastoral Life Coordinator and School Principal on all operational and financial matters.
8. Administers cluster salary and benefit policies. Ensures compliance with diocesan policies and applicable federal and state labor laws and regulations, with the assistance of diocesan staff.
9. Assists pastor and other core staff with selection and hiring of other personnel.

10. In conjunction with Pastoral Life Coordinator, oversees implementation of guidelines and policies for volunteers.

11. In conjunction with Pastoral Life Coordinator, ensures completion of background checks, reference checks, Code of Ethics awareness training and safe environment training for all employees and those volunteers working with children in collaboration with the diocesan Safe Environment Office.

12. Coordinates and prepares cluster response to liability, insurance and legal concerns, in cooperation with diocesan offices. All legal and insurance (including workers' compensation) activity must be coordinated with diocesan offices. Provides diocesan Finance Office with necessary information for insurance underwriting purposes.

C. Facilities Management Responsibilities

1. Oversees major repairs, renovations and capital projects in accordance with diocesan policies and federal, state and local regulations.

2. Negotiates (but does not execute) contracts with suppliers and construction firms. Obtains proper approvals from diocesan Finance Officer and diocesan Director of Property Management.

3. Manages custodial maintenance functions.

4. Schedules use of cluster non-school facilities, addresses all facility liability exposures and satisfies maintenance needs.

5. Responsible for cluster security, leasing, rental use of cluster facilities. Strictly adheres to diocesan risk management and legal guidelines

6. Collaborates with the Buildings and Grounds Subcommittees on both Cluster and parish levels for the purpose of facility planning.

D. Cluster Ministry Responsibilities

1. Administers cluster business operations in accordance with the cluster mission.

2. Participates in cluster and diocesan faith-building programs and activities as directed by the pastor.

3. Understands Catholic social teaching and applies it to cluster policies.

4. Maintains confidentiality in all areas of responsibilities as required.

II. Skills, Knowledge and Ability Requirements

A. Financial

1. Knowledge of accounting and record keeping principles and practices.

2. Knowledge of and commitment to stewardship as a way of life.
3. Knowledge of cash flow management.
4. Knowledge and ability in budgeting principles.
5. Knowledge of development, fund raising, planned giving, and long range planning techniques.
6. Ability to maintain accurate collection and deposit records.
7. Ability to communicate with and collaborate with cluster staff, organizations, councils and committees.
8. Ability to represent the cluster to outside businesses and organizations.

B. Administrative

1. Ability to supervise clerical and administrative positions.
2. Working knowledge of computer operations and cluster office equipment.
3. Knowledge of diocesan record keeping requirements.
4. Ability to work cooperatively with small groups of volunteers.
5. Knowledge of human resource policies, procedures and regulations.
6. Knowledge of personnel selection procedures including legal requirements.
7. Awareness of liability and litigation procedures and ability to respond to federal, state and local laws.
8. Strong interpersonal and organizational skills.
9. Basic knowledge of Canon Law as it applies to matters of temporalities, governance, and finance.

C. Facilities Management

1. Ability to supervise maintenance staff.
2. Basic knowledge of cluster physical plant, equipment and security technology.
3. Knowledge of work contracts and purchasing guidelines.
4. Skill in developing and implementing a facilities use schedule.
5. Ability to work with small groups.

D. Ministry

1. Understands and supports mission and purpose of the Church and cluster.
2. Accepts teachings of the Church.
3. Ability to project a faith-filled presence.
4. Knowledge of Catholic social teaching and ability to apply it to actual situations.
5. Ability to maintain confidentiality.

III. Education, Training and Experience Requirements

College graduate or its equivalent required. Major in Business Administration, Accounting or Finance preferred. Five to ten years experience in business or management preferred. Diocesan certification as Parish Business Coordinator or willingness to obtain certification within three years of employment is required. Computer skills and knowledge of accounting required. Supervisory experience required. Knowledge and understanding of the Catholic Church and its mission required. Must be a practicing member in good standing of the Roman Catholic Church.

IV. Working Environment

The Business Coordinator is normally present in the Cluster Pastoral Center offices from Monday through Friday during regular business hours. Frequent evening and some weekend work may be required.