

Position Description

Our Lady of the Pines (West Yellowstone)/St. Joseph Mission (Big Sky)

Job Title: Parish Administrator

Status: 20-30 hours per week

Reports to: Father Val Zdilla

Position Summary:

The Pastoral Administrator is an assistant to the Pastor in managing the administrative responsibilities of Parish/Mission life as well as specific areas of their ministry. (Financial & Operational). Administerial support is required for both locations; Our Lady of the Pines is the Parish and St. Joseph Mission supports the Parish. All sacramental records are maintained at OLP.

Responsibilities include but are not limited to:

- a. Daily operation of the parish/mission which involves monitoring phone calls, emails, retrieving P. O. Box/mail, placing orders, working with vendors and monitoring delivery.
- b. Assists the pastor in spiritual, liturgical, social, formation, and sacramental needs by overseeing the administration of the various components of the ministries.
- c. In the absence of the pastor, the administrator may be called upon to make short-term decisions that affect the life and welfare of the parish.
- d. Manages websites to insure each is up to date regarding Mass times, special events, marriage and funeral scheduling and other pertinent details.
- e. Regular communication and dissemination of information to the parish and Mission members as well as public via local news outlets, hotel concierges, Chamber of Commerce, local on-line or physical newspapers to share Mass times and special events of the Parish and the Mission.
- f. Weekly visits to the offices for both the Parish in West Yellowstone and the Mission in Big Sky to handle the needs of each congregation and those of the Pastor.

Duties:

1. Administrative

Day to Day:

- a. Oversees general running of the parish offices, pastor residences, including personnel, insurance; employee/pastor benefit and parish/mission properties.

- b. Monitors phone, mail, and email at both the Parish and the Mission offices, website and answering machines.
- c. Manages the pastor's appointments and phone calls that support the parish/mission, prepares correspondence via letters, emails, and phone calls to council leaders, ministry leaders and parishioners.
- d. Manage the weekly Ministerial Duties Calendar for all Masses in both locations to ensure there is adequate support from parishioners/mission members to cover all required ministries for each Mass. **Ensure that 'Prayers for the Faithful' are prepared in advance for each week's Masses in both the Parish and the Mission.**
- e. Maintain, coordinate and schedule 'Mass Intentions' for the monthly Mass calendar with the oversight and approval of the Pastor.
- f. Maintain and organize the office supplies and all office equipment.
- g. Supervises all incoming and outgoing mail and packages for both parish and mission.
- h. Communication via Flocknote or email to inform members of upcoming events, i.e. Bulletin, or advise of changes to schedules or other vital Parish/Mission related news.
- i. Utilize Camino (DOH database) to maintain member information (OLP/SJM).
- j. Record and maintain all Sacramental records at Our Lady of the Pines which is the Parish of the Mission.
- k. For the Mission, the Administrator needs to work closely with the Executive Director of Big Sky Chapel in communication and scheduling of Masses, confessions and other Catholic events (Baptisms, Weddings and Funerals, Religious Ed, or other scheduled SJM events in the chapel).
- l. Helps the Mission's Pastoral Council and congregation to ensure that the Christmas and Easter Masses are staffed and organized. (Special note that Mission has a Christmas Eve Mass held at the Big Sky Resort that requires considerable attention, follow up and communication/interaction with the Resort and their staff.)
- m. Finds and arranges substitute Priests to perform regularly scheduled Masses at both Parish and Mission when he is on vacation or away for other reasons.
- n. Monitors facility needs at both Rectories; arranges for needed services (handyman, plumbing, electrical, maintenance, cleaning, etc.) and interfaces with the Silver Bow Condominium Owners Association and its Property Management company (Mission only).
- o. Help organize and arrange for maintenance, regular physical inspections for the Parish Church and the two rectories.

- p. Complete all insurance 'walk-through's' and ensure proper and adequate insurance is maintained for all Parish/Mission properties.
- q. To perform other duties as may be assigned by the Pastor from time to time.
- r.

2. Financial

- a. Work closely with the bookkeeper for both the Parish and Mission.
- b. Attends various meetings, e.g. Finance Council, Pastoral Council (usually a non-voting member), and assist Pastor and Council Chairs with the preparation of agendas and as the official 'minute-taker' for said meetings.
- c. Assist part-time bookkeepers at each location as needed to ensure that bills are paid on a timely basis and local, state and federal tax requirements are met and paid timely.
- d. Work with Financial Councils to maintain an understanding of the Annual Budget for each congregation and the to monitor it throughout the year along with the bookkeepers and the Finance Councils.
- e. With Finance Council approval, Administrator will have authority to sign checks based upon approved budget and Finance Council approvals from time to time.
- f. Assists Pastor and Councils with fundraising events and the Annual Catholic Appeal ('ACA).
- g. Be of assistance to the needs of Capital Campaign and Building Committees, if they are formed and active.

3. Pastoral/Formative

- a. Provided support to culturally diverse groups as needed.
- b. Collect and record fees for all weddings and other Sacramental events.
- c. At Mission, serves as the required "Chapel" representative for Catholic Weddings and Catholic Funerals held in the shared Chapel. Coordinates rehearsal for Mission weddings.
- d. Communicates with Diocese/Parish/Mission to maintain a current and regularly updated registry for each congregation.
- e. Create sacramental certificates as well as completion of and proper filing of marriage licenses as required by law.

- f. Assist Pastor and/or Religious Education Director and staff with the implementation and support of Religious Education needs for the Parish and Mission.

4. Educational/Compliance

- a. Responsible for coordinating “VIRTUS” required training for all who work with Minors within both the Parish and the Mission.
- b. Act as Administrator for Parish/Mission as per Diocese of Helena requirements.
- c. Serves as coordinator for sacramental preparation programs that involve parents of those to be baptized, confirmed, receive First Eucharist and First Reconciliation.
- d. Serves as a resource for those involved in all forms of Parish/Mission ministry.

Education, Training and Experience.

- a. Must have a college degree or comparable certificate.
- b. Must have the ability to work well with other, knowledge of the Catholic faith, basic counseling and group dynamic skills.
- c. Must have good communication skills, the ability to be a leader and encourage participation by others.
- d. Must be compassionate and sensitive to the needs of others.
- e. Confidentiality – Must understand the confidentiality of information shared with the Pastor.
- f. Understanding of the Catholic Church and its teachings as well as policies of the Diocese of Helena concerning protection of youth (VIRTUS) as well as CAMINO, the database (CRM) system of the Diocese.
- g. Demonstrated organizational skills within a shared office environment.
- h. Need to be flexible with time and availability and communications as duties will often be out of traditional ‘office hours’ time frames. Some weekend time and work will be required.
- i. Computer skills including a working knowledge of MS Word and Excel, Camino (the DOH database), QuickBooks and our Flocknote mass mailing software, ZOOM or equivalent software to allow for virtual meetings, and Google Docs.

Administrator Compensation and Employment.

Parish and Mission Councils anticipate that Administrator will be an employee of the Parish, specifics to be determined and discussed with the applicant

Compensation – to be determined and discussed with the applicant.

This role will require travel between West Yellowstone and Big Sky and all travel will be reimbursed at the ‘government mileage rate’ as determined by the IRS website.

Community Support.

The OLP and SJM faith communities are filled with wonderful, caring and spiritual individuals and families who participate in the Parish and Mission fully and are welcoming volunteers to assist with whatever is needed. Both these congregations will assist the Administrator in the performance of their duties. Additionally, the Pastoral and Finance Councils in both locations will be supportive and provide guidance to the Administrator in support of the Parish and the Mission.

Code of Conduct

In our personal and professional lives, parish employees embrace the moral and religious teachings and beliefs of the Roman Catholic Church in our words and actions. As a part time employee of St. Joseph of Big Sky Mission, Our Lady of the Pines Parish and/or the Diocese of Helena, we are honored to uphold ourselves to the highest code of conduct as an example of how Christ lived.

In order that we remain in compliance with VIRTUS, please utilize parish computers and passwords for parish use ONLY. Personal emails and web surfing may alert our evaluators and consequently jeopardize our current ‘compliant’ status. We appreciate your cooperation.

Employment conditions are governed by the current Diocese of Helena Personnel Policies, unless separate personnel policies are adopted by Our Lady of the Pines Series 163, LLC.