



St. Joan of Arc Parish

Proclaiming and Living the Gospel
through Stewardship. All are Welcome



**Archdiocese
of Toronto**

Employment Opportunity

PARISH MANAGER

St. Joan of Arch Parish

1701 Bloor St West Toronto, ON M6P 1B1

Full time (37.5 hours per week)

Overview:

St. Joan of Arc Parish is seeking a full time Parish Manager who is a dynamic person with a passion for parish life who can take on many of the organizational and administrative responsibilities that typically fall to the Pastor. The Parish Manager will manage daily operations of the church, develop and manage the parish's communications, be responsible for organizing and running events, and be a key person of contact for priests, staff and volunteers. There may also be some scope for pastoral work.

Job Summary:

The Parish Manager is an administrator supporting the Pastor's administrative responsibilities to the parish, which includes the church and all associated ministries. The Parish Manager is a steward of the financial, physical and human resources of the parish and has fiduciary responsibility for these areas. In collaboration with the Parish Pastoral Council, the Parish Finance Committee and other parish ministry committees, the Parish Manager ensures parish practices align with the Mission, Vision and Core Values of the parish and its administrators, the Franciscan Friars of the Atonement. Implementation of the Parish Revitalization Plan, and the Mission of the Franciscan Friars of the Atonement is an integral part of the Parish Manager's responsibility.

Responsibilities:

Human Resources

- Oversee compliance by the Church of all legal and financial requirements of the Diocese and the Governments of Canada and Ontario.
- Oversee the proper training and management of volunteers.
- Oversee the proper maintenance of Church filing and record keeping systems.
- Maintain hiring Policies and Procedures that support best hiring practices and provide for clear direction on human resources issues.
- Oversee the conduct of annual performance reviews with office staff.

Financial Management, Reporting and Analysis

- Liaise with the Bookkeeper, Finance Committee and Parish Pastoral Council to ensure the accurate and timely submission of financial information, and assist with the annual audit.
- Oversee the submission of Diocesan and Government returns.
- Oversee envelope reporting and the issuance of tax receipts, providing direction when needed.
 - Work to improve the effectiveness of office routines related to expense submissions, approvals and reimbursements.
 - Assist with the preparation of letters to donors, handle donor inquiries, and coordinate periodic and regular mailings.
 - Monitor the budget on an ongoing basis and bring concerns to the attention of the Pastor, the Parish Pastoral Council and the Finance Committee.



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- Assist with the annual preparation of budgets with stewardship and fundraising projects, as required

Office Management

- Act as the central contact person and primary parish liaison for inquiries from parishioners, parish ministries and non-parish organizations, i.e. coordinate weddings, funerals, mass cards etc.
- Attend meetings of the Parish Pastoral Council and Finance Committee.
- Oversee the management of the building, including the security system.
- Oversee the computer network, and manage access and passwords.
- Coordinate parish communication i.e. website, social media, bulletin preparation etc.
- Serve as the staff liaison with the Parish Pastoral Council and implement their direction to ensure the effective operation of the parish administratively.
- Act as the main administrative parish contact with the Archdiocese of Toronto.
- Ensure parish coverage in Pastor's absence
- Coordinate office coverage including vacations, Sundays.
- Seek and promote ongoing administrative improvements and processes, including openness to various training opportunities.

Administration and Security

- Emergency contact for security system, fire, and police.
- Ensure the daily securing of the Church and Rectory.
- Oversee and coordinate police check paperwork and be responsible volunteer Ministry Training.
- Oversee the contractual obligations of the Church, including its property insurance.
- Oversee the promotion of the rental of rooms for outside users

Marketing and Communications

- Oversee the production of parish marketing publications, both hard copy and social media / on-line.
- Manage the maintenance and update of the parish website, on-line communications and outdoor signage.

General Requirements:

- Solid management and administrative experience, including management of direct reports.
- Efficient time management skills, a high level of flexibility, efficiency, productivity and accuracy, and the ability to maintain confidential information
- Proven experience in senior administration, supervisory or leadership positions.
- Knowledge of sacramental rites, liturgy of the word and communion services, prayer and team ministry.
- Excellent interpersonal, written, social media and oral communication skills with the ability to work collaboratively within a diverse parish community.
- Practicing Catholic with active participation in the Roman Catholic Mass and Worship
- Ability to learn and apply relevant provincial and federal legislation and regulations, and Diocesan policies.
- Able to work proactively and independently, or as part of a team.
- Flexibility and agility in managing a diverse set of responsibilities and priorities.
- Extensive knowledge of Windows-based software (MS Office) with strong word processing, relational database, and desktop publishing skills
- Experience with database management and/or membership software an asset. i.e. Parish Tools
- Work ethic and outlook that are compatible with the mission and values of the parish.



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- Experience working within a faith-based community is an asset.
- Bachelor's degree or acceptable combination of related experience, including a minimum of three years of experience with records management and electronic communications
- Demonstrated service orientation, and the ability and enthusiasm to work independently and with a diverse team of clergy, staff and parishioners
- Experience working with volunteers.
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Personal Attributes:

- A missionary spirit and a sense of service.
- A team player with ability to relate to people of all ages, cultures, clergy or lay, colleagues, parishioners and the general public.
- Willing to work a flexible schedule, including occasional outside normal hours
- Commitment to personal formation.
- Highly organized with excellent problem solving and critical thinking skills.
- Culturally aligned with St Joan of Arc's "All are Welcome" approach.
- Awareness and sensitivity in multi-cultural environments, relating respectfully with a diversity of persons, age groups and cultures.

In Order to be Successful in this Role, You:

- desire to serve the community and to commit time and talents to the Parish
- have a helpful, supportive and non-threatening attitude
- are honest, dependable and can maintain strict confidentiality
- pay close attention to detail and multi-task well
- are adaptable, articulate, efficient
- are a motivated self-learner
- have a spirit of generosity and a positive attitude.

Terms and Conditions of Employment:

- Ability to work some evenings and weekends as required
- 3 weeks vacation, timing to be approved by pastor
- 1-year probationary period with quarterly reviews
- Salary range: \$55k – \$65k depending on experience

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Sandra Landsman** at **slandsman@atonementfriars.org**. Deadline for receipt of applications is **June 22, 2023**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.