

## **Detroit Lower Eastside Family of Parishes**

Seeking the following Position

### **DIRECTOR OF MISSION SUPPORT**

*“Whatever you do, do from the heart, as for the Lord and not for others, knowing that you will receive from the Lord the due payment of the inheritance” (Col 3:23-24)*

#### **Identifying Information**

- Status: Full time
- Reports to: Moderator

#### **PRIMARY FUNCTION OF THIS POSITION**

Professional who oversees all aspects of Mission Support in the Family, enabling the In Solidum Moderator to have more time to do missionary work. The person in this position will provide a single point of contact for the Moderator as well as for the other priests within the Family; will service all parishes within the Family; will lead the Mission Support Team in parish and Family day-to-day responsibilities related to Finance/Accounting, Human Resources, Information Technology, and Facility Management; and will supervise, train, and evaluate the performance of all Mission Support staff. This team approach enables consistency of business processes among parishes, resulting in more efficient work. It also provides opportunities for centralized procurement of goods and services which should reduce overall costs, including in areas such as office supplies and equipment, snow removal, landscaping, etc. Attention should be given to sensitivity to cultural diversity.

#### **KEY RESPONSIBILITY AREAS (KRA)**

##### **Finance and Accounting**

- Function as the administrator of the temporal goods of the parishes and the Family under the direction of the Moderator and in accordance with the approved budgets of the Parish Finance Councils.
- Oversee the day-to-day financial operations of the Family, including all items of Ordinary Administration, and advise the Moderator and other parish leadership on financial matters, as well as administrative matters related to parish finances.
- Chair the Parish Finance Council meetings to deal with all items of Ordinary Administration and coordinate all Family Finance Team meetings.
- Inform the Moderator of any “Acts of Greater Importance” or “Acts of Extraordinary Administration,” and obtain his input on whether the related discussion and his decision will be required at the Parish Finance Council or Family Finance Team meeting.
- Coordinate the submission of requests for required approvals from the Archdiocese.
- Work with Parish Finance Councils to prepare their annual capital and operational budgets for review and approval by the Moderator.
- Ensure timely and accurate financial reporting for the parishes and the Family to the Moderator, the associated Parish Finance Council(s), and all associated juridical persons, as well as to the Archdiocese.

- Take responsibility for the financial administration of the Catholic Services Appeal (CSA) and other major fundraising activities within the Family, as well as for the Family's adherence to associated Archdiocesan policies.
- Oversee the commonization of accounting and finance systems, including but not limited to accounting software, parish offertory, and payroll processing.
- Manage parish relationships with financial institutions.
- Manage purchasing, leasing and rentals, contract negotiations and vendor relationships, including identifying cost saving opportunities across the Family through consolidated purchasing.
- Assure adherence to Archdiocesan policies and procedures.
- Monitor and safeguard all ecclesiastical goods belonging to the Family.

## Human Resources

- Conduct initial assessment of Human Resource issues in the parishes. Provide recommendations to the Moderator consistent with all applicable Federal, State, and local regulations, as well as Archdiocesan policies.
- Interface with Archdiocesan Human Resources to obtain recommendations regarding various Human Resources issues.
- Recruit, manage, and train employees while making use of Archdiocesan Human Resources policies and guidelines. This includes all aspects of employee performance management, including current job descriptions, annual performance reviews, salaries, payroll, benefits management, and performance related employee issues.
- Drive commonality of employee benefits for the parishes in the Family.
- Evaluate compensation levels and job responsibilities to ensure equity across the Family.
- Oversee implementation of the guidelines and policies related to volunteers, particularly ensuring adherence to all policies and procedures required by the Office of Safe Environments.

## Information Technology

- Manage all Information Technology applications to ensure adherence to Archdiocesan policies, in addition to implementing common support systems across the parish Family to allow for seamless data sharing between the Family and the Archdiocese.
- Interface with the Archdiocesan Department of Process Data and Technology for recommendations regarding IT solutions.
- Assure that the parishes within the Family keep current, accurate data on registered parishioners and their gift records.

## Facility Management

- Provide direction and oversight to facility management resources for day-to-day requirements.
- Identify deferred maintenance issues, create a strategic maintenance plan to address known issues, establish a maintenance fund for deferred and/or future capital maintenance planning, and ensure that a regular maintenance schedule is created and followed.
- Coordinate all contracted services, including verification of liability insurance.
- Function as the primary contact for the Archdiocese of Detroit and contractors for large capital expenditures including the proposal, selection, construction phases.

## QUALIFICATIONS

### Skills, Knowledge, and Abilities (SKA)

- Must have a strong knowledge of the Unleash the Gospel document.
- Strong business acumen and professionalism.
- Excellent organizational and leadership skills with strong attention to details.
- Outstanding communication and interpersonal skills.
- The ability to interpret financial data and allocate budgets.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

### Charisms

- Passionate about the work of making disciples; supports the parish mission and vision statements.
- Able to inspire others about all aspects of “grow” ministry.
- Possesses some of the following charisms: Administration, Encouragement, Evangelism, Pastoring, Leadership.

### Education, training and/or experience

- BS/BA in Business Management or relevant field; Master’s Degree is a plus.
- Understanding of AOD business practices, processes, and strategy development preferred.

### Physical Requirements as required by Family of Parishes.

This parish/school is an equal opportunity employer and does not illegally discriminate based on race, color, religion, national origin, sex, age, disability, height, weight, genetic information, marital or other legally protected status. The Archdiocese of Detroit is committed to achieving excellence through cultural diversity and encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

If you are interested in applying for this position, please forward your resume to Fr. Chris Talbot, C/O St. Augustine/St Monica, 4151 Seminole St. Detroit, MI 48214.