

ST. DAVID'S EPISCOPAL CHURCH

301 E 8th Street † 8th & San Jacinto † Austin, TX 78701
512.610.3500 † www.stdave.org † info@stdave.org

Job Description

Job Title: Parish Administrator
Department: Administration
Reports To: Rector
FLSA Status: Exempt (Full Time/40 hours per week)

SUMMARY:

The Parish Administrator is the business manager for the parish, responsible for the management of the business affairs of the church and its various enterprise operations.

In addition to the normal worship, formation, service, and pastoral care functions common to all churches, St. David's conducts a business enterprise as a part of its normal operations. The Parish Administrator oversees the management of the following enterprise:

- Structured parking garage with 500+ spaces, currently leased to a third party operator

In addition, the Parish Administrator has support responsibilities for the following affiliated organizations:

- Hospitality Ministry encompassing space rental and catering with staff of 6+
- Coffee and gift shop with \$100K budget
- Daytime homeless shelter operating 6 days/week housed within the campus
- Preschool operating in church building with an enrollment of 50, a goal of 85
- Offsite retail consignment shop with revenues around \$1M/year
- Austin ISD classroom for post-graduation challenged students

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Management

- Manage the business affairs of the church consistent with the *Manual of Business Methods in Church Affairs*
- Work with the Controller, Finance Committee, and Rector to create an annual budget
- Oversee and manage the annual budget
- Work closely with Controller to coordinate financial operations of the church
- Risk management
- Strategic Planning

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IT/Security

- Implement and maintain efficient and secure information systems
- Oversee security operations for the church and grounds

Maintenance

- Maintain the church plant, including systems for HVAC, fire prevention, elevators, and alarm, and the efficient use of all of its systems
- Maintain service agreements and contracts as needed

Human Resources

- In conversation with the Rector, create personnel policy
- Oversee all personnel actions
- Ensure compliance with the *Employee Policy Manual* and applicable laws

Support of Rector and Vestry

- Assist the Rector and Vestry in development of sound business policy and monitor that policy using the annual budget, policy manual, and operational systems
- Advise the Rector and Vestry on policy decisions pertaining to the church's financial and operational issues

ESSENTIAL JOB REQUIREMENTS:

EDUCATION AND/OR EXPERIENCE

- Familiarity with, and belief in, the church's mission and tenants of its faith and doctrine
- Bachelor's degree in Business Administration
- Five to seven years experience in an operation of similar size and complexity
- Extensive experience in business management
- Experience in construction and facility management
- Working knowledge of information systems and communications technology (data, voice, and video)

SKILLS AND ABILITIES

- Proven management skills

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- Interpersonal skills to work with all levels of the organization
- Analytical skills to discern systemic solutions
- Computer competency, including analysis and design of both application and infrastructure systems
- ACS accounting software a plus

PHYSICAL DEMANDS – Ability to communicate verbally both in person and by phone. Position may require sitting for long periods of time while working at a computer or talking on the phone. Specific vision abilities required by this job include close and color vision. Ability to stand or walk for prolonged periods of time. Ability to stoop, kneel, bend, reach overhead, climb stairs, and lift up to 50 lbs.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.