ST·THOMAS
THE APOSTLE

SEEKING A

PARISH BUSINESS ADMINISTRATOR

Purpose of Position

The Business Administrator is responsible for and given the necessary authority to conduct the business affairs of the parish in the areas of personnel, finances and physical resources. This is to be done in a professional, ethical and organized manner to relieve the Pastor of as much administrative detail as possible.

General Responsibilities

Employment in and by the church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the church. Their public behavior must not violate the faith, morals or laws of the church or the Archdiocese, such that it can embarrass the church or give rise to scandal. It is expected that all employees respect the Roman Catholic doctrine and religious practices

POSITION TITLE:	**Parish Business Administrator**
REPORTS TO:	Pastor
RECEIVES WORK DIRECTION FROM:	Pastor
PROVIDES WORK DIRECTION TO:	Office Manager, Facilities Manager, Parish staff, Selected Volunteers
FLSA: EXEMPT/PROFESSIONAL	Full Time-40 Hours per week, 12 months

Applications, including a cover letter, resume, and references should be sent **before December 4, 2026** to:

Barbara Staats, Pastoral Administrator
bstaats@stthomasmpls.org

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REPRESENTATIVE RESPONSIBILITIES

- Responsible for being proactive in the areas of personnel, problem-solving, conflict resolution, interpersonal staff relations and communications for the Pastor unless otherwise directed.
- Coaches and supports individual staff members in planning and executing programs and events. Provides feedback to Pastor on a regular basis.
- Supervises the selection, hiring, placing, training, evaluating, and when necessary, the terminating of parish staff.
- Directs the management of the parish office and oversees the management of parish records.
- Facilitates parish communications processes internally and externally.
- Primary resource and coordinator for personnel matters in the areas of benefits, contracts and wage and salary negotiations and conflict resolution.
- Establishes and maintains current administrative policy and procedures for the parish. Interprets and communicates those policies.
- Prepares the annual parish budget in consultation with the Staff & accountant as well as pervises the preparation of non-salary expense budgets for all areas.
- Monitors the annual budget against actual costs over the fiscal year and works with the Pastor to control the budget.
- Supervises the annual parish stewardship drive.
- Supervises the maintenance and scheduling of all buildings and grounds; establishes and monitors an effective preventive maintenance program for the parish and safety.
- Negotiates maintenance contracts and oversees the purchasing of products used in the maintenance department and administration.
- Works directly with the Pastoral Council, Finance Committee and other commissions and committees as directed.
- Continues to grow professionally by attending Archdiocesan meetings and executing programs and events.
- Completes other projects as assigned by the Pastor.
- Contributes to staff development by attending staff meetings and working with individual staff members in planning and executing programs and liturgical events.
- Continues to grow professionally by attending workshop seminars and networking with professional peers.

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QUALIFICATIONS

- Previous experience in the administration of a parish desired. Should have demonstrated leadership, management and supervisory skills in another organization(s.)
- Possess computer word processing skills and a proficiency in appropriate software.
- Be able to successfully complete an Archdiocesan background check.
- Be able to complete background checks through defined process on all volunteers.

DESIRABLE EXPERIENCE

- BA in Business Administration with Church or Non-profit business experience
- Leadership and Supervision
- Administration and development
- Financial management
- Organizational and Planning skill

MENTAL DEMANDS

- Possess the ability to understand, write and speak the English language.
- Possess the ability to provide clear direction.
- Possess the ability to follow directions and work without supervision.
- Exhibit promptness and dependability.
- Project a personal lifestyle consistent with Christian values.
- Able to insure confidentially in all areas.
- Possess ability to maintain a sense of order.
- Able to continue education as requested.
- Exhibit patience and calmness in chaotic situations.

PHYSICAL DEMANDS

- Ability to work 40 hours per week.
- Ability to go up and down steps.
- Ability to lift and move 10 lbs using proper techniques (paper, files, small office equipment, etc.)
- Ability to sit for long periods of time.
- Ability to operate telephones, computers and other office equipment.

November 2026