

Parish Administrator

Saint Francis of Assisi Catholic Church – Rochester, MN

Position Summary:

The Parish Administrator serves as a key leader in the day-to-day operations of Saint Francis of Assisi Catholic Church, ensuring that administrative, financial, and facility-related functions are carried out in support of the parish's mission. This role works closely with the Pastor, parish staff, and ministry leaders to foster a welcoming, well-organized, and faith-filled environment for parishioners and visitors.

Key Responsibilities:

Administrative & Office Management

- Oversee daily parish office operations, including reception, scheduling, correspondence, and records management.
- Maintain parish membership database and sacramental records.
- Coordinate parish communications, including bulletins, newsletters, website updates, and social media.
- Support the Pastor and ministry leaders with administrative needs.

Financial Administration

- You will be working along with the Finance Director for parish financial operations, including budgeting, payroll, accounts payable/receivable, and reporting.
- Work with finance committees to ensure compliance with Archdiocesan policies and sound fiscal practices.
- Oversee offertory collection processing and financial recordkeeping.

Facilities & Vendor Coordination

- Work with Facility Director for scheduling of parish buildings and grounds.
- Coordinate with contractors, service providers, and volunteers for repairs and improvement projects.

Parish & Ministry Support

- Provide administrative support for liturgies, special events, and parish programs.
- Assist with volunteer recruitment, training, and appreciation efforts.

- Foster a positive, welcoming environment for all who enter the parish.

Qualifications:

- Commitment to the mission and values of the Catholic Church; active participation in parish life is preferred.
- Business administration, management, or a related field—or equivalent work experience.
- Proven administrative, financial, and organizational skills.
- Strong interpersonal, written, and verbal communication abilities.
- Proficiency with Microsoft Office Suite, database management, and basic accounting software.
- Ability to maintain confidentiality, exercise sound judgment, and manage multiple priorities.
- Experience supervising staff and/or volunteers is a plus.

Work Environment & Schedule:

- Full-time position, typically Monday – Friday with occasional evenings or weekends for parish events. Summertime Monday – Thursday.
- Works on-site in the parish office with regular interaction with parishioners, staff, and community members.

Application Process:

Interested candidates should submit a cover letter, résumé, and references to:

Saint Francis of Assisi Catholic Church