

Position Description

Pastoral Associate for Human Resources, Administration, Logistics and Operations (H.A.L.O)

The Pastoral Associate for Human Resources, Administration, Logistics and Operations is a key member in the daily activities at Sacred Heart Church. Specific tasks for this position include:

Human Resources:

- Act as principal advisor to the Pastor and the Principal, Sacred Heart School, on all matters concerning human resources.
- Supervise the daily activities of the Rectory and maintenance staff.
- Provide the following human resources support to all Community employees:
 - Process “new join” and termination packages;
 - Advise employees on Diocesan human resources policies;
 - Keep employees abreast of changes to federal and state human resources law.
- Provide the following human resources support to the Rectory staff:
 - Maintain active personnel files;
 - Verify accuracy of bi-weekly time sheet submissions;
 - Maintain current calculations of personnel vacation, personal time and sick time accruals;
 - Conduct periodic performance counseling as needed;
 - Conduct annual performance evaluations;
 - Update employee position descriptions as needed.
- Act as Community Safe Environment Coordinator. Specific tasks include:
 - Ensure Community members conform with Safe Environment certification standards established by the Diocese of Albany;
 - Maintain Safe Environment Program compliance records for all active Community members;
 - Submit Safe Environment Compliance reports as required.

Administration:

- Participate in meetings of the following committees:
 - Pastoral Council
 - Liturgy Committee
 - Finance Committee
 - Social Justice Committee
- Act as Chairman, Buildings and Grounds Committee.

Position Description

Administration: (Cont.)

- Assist Chairman, Liturgy Committee, in the administration of the following ministries:
 - Altar Server
 - Sacristan
 - Usher

- Assist Chairman, Finance Committee, by providing inputs to the annual budget for all programs under H.A.L.O. supervision.

- Coordinate the preparation and submission of the following Diocesan annual reports:
 - Notitiae
 - October Mass Count
 - Life Insurance / Long Term Disability Insurance Participation
 - Pension Participation Report
 - Year-End Financial Statement
 - Budget

- Prepare the following recurring contracts for Pastoral review and approval:
 - Snow removal
 - Landscaping
 - Heating maintenance
 - Pest Control
 - Sanitation and Recycling

- Supervise the counting, recording and deposit of the weekly collection.

- Recruit, maintain and train a cadre of Community volunteers capable of executing the counting and recording of the weekly collection.

- Process the payment and mailing of all church and rectory invoices.

- Process tri-annual mass mailings.

- Establish yearly Community calendar of events.

- Maintain Rectory "Petty Cash" box.

- Process visiting and retired clergy compensation as required.

- Maintain scheduling calendars, and de-conflict occupancy, for Community common spaces.

Position Description

Administration: (Cont.)

- Act as coordinator for National Council of Catholic Scouting religious awards.
- Establish and maintain procedure for staff to report maintenance requests.
- Maintain the following facilities records in accordance with Diocesan guidelines:
 - Contracts
 - Blue prints
 - Equipment warranties
 - Service manuals

Logistics:

- Supervise the planning, coordination and execution of all capital improvement, remodeling and maintenance projects of the Community facilities and surrounding grounds.
- Coordinate with Principal, Sacred Heart School, to determine priorities for maintenance, repair and custodial projects.
- Plan and schedule routine and preventive equipment and appliance maintenance according to warranty/manufacturer specifications and safety considerations.
- Recruit, train, schedule and manage maintenance and custodial staff.
- Monitor, oversee and coordinate all consultants, vendors, or contractors providing professional, maintenance, repair or diagnostic services to Sacred Heart.
- Coordinate annual activation, deactivation, daily scheduling and troubleshooting of community facilities heating system.
- Oversee the execution of the following services:
 - Snow removal
 - Landscaping
 - Heating maintenance
 - Pest Control
 - Sanitation and Recycling
- Ensure adequate stocks by coordinating resupply of the following:
 - Liturgical equipment
 - Cleaning supplies for Church, Rectory and School
 - Maintenance and repair supplies for Church, Rectory and School
 - Office supplies for Rectory

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Operations:

- Coordinate efforts of all Community volunteers, when required.
- Assist designated special events Chairmen on the planning, coordination and execution of the following:
 - Sacred Heart Feast Day Celebration
 - Septemberfest!
 - Christkindlmarket
- Supervise the planning and execution of the Community Religious Education Program.
- Oversee the planning and execution of the Christian Youth Organization (C.Y.O.) basketball program.
- Execute all other duties as the Pastor may direct.

Qualifications:

- Associates Degree in Business Administration or relatable field preferred.
- Three years' supervisory experience.
- Experience in human resources administration.
- Experience in facilities management.
- Ability to successfully pass Diocesan background investigation.
- Ability to climb stairs.
- Ability to lift up to 25 lbs.

Additional qualifications:

- Strong interpersonal and organizational skills.
- Strong oral and written communication skills.
- Demonstrated success in building strong collaborative relationships.
- Demonstrated experience in working creatively with youths and adults.
- Ability to lead and manage team members and influence key partners to accomplish desired results.
- Demonstrated respect for teachings of the Catholic faith.
- Ability to work evenings and weekends as needed.
- Confidentiality, initiative, tact and diplomacy.

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Additional information

Location	Sacred Heart, Troy
Hours of work	
Exempt/NE status	Exempt
Last date revised	July 2018

Employee signature

Date