

## **Parish Transition Manager - Position Description<sup>1</sup>**

Reports to the Parish Leadership Formation Team (Note: person in role does not sit on LFT)

Facilitates LFT meetings and weekly Nuts & Bolts session with LFT representatives

Position based at Johnsonville Presbytery office

Part time/fixed term contract role for 7 months. Reviewed October 2019.

### **Purpose of role: Parish Manager**

- Works alongside the parish, the parish administration staff and LFT to meet the mission of the parish of St Francis of Assisi Ohariu.
- Primary focus on meeting operational requirements but provides strategic and pastoral input
- All financial management activities are undertaken in close consultation with the parish finance committee
- Key liaison between parish administration team and the LFT – attends LFT Meetings
- Key liaison between the Parish, the SoM and ADW

### **Position responsibilities**

- Is available and meets, where required, with LFT, LFT portfolios, parish ministries, community groups, schools, stakeholders and individuals within parish
- Provides LFT with a strategic and operational view of wider ADW initiatives, Central and Local Government body policies and legal requirements that may impact on the parish
- Manages communications with ADW / Catholic Centre, other parishes, Society of Mary, external community groups, govt organisations, media.
- Oversees key communication channels including parish website, newsletter, noticeboards and parish forums in conjunction with Communications Committee and LFT
- Provides an operational view of parish finances and supports the Finance and Building Committee with strategic planning, financial reporting and other relevant tasks
- Has delegated payment approvals
- In conjunction with the Chair of the Finance and Building Committee liaises with ADW, Clergy Trust Fund and SoM on agreed financial arrangements including any reviews and adjustments
- Monitors all parish-specific contracts, tenancy agreements, building maintenance programmes and non-parish parties using any parish facility
- Manages Health and Safety obligations for the parish
- Provides LFT with meeting agendas, draft minutes/decisions and regular parish manager reports
- Attends ADW Formation training days
- Manages and supervises parish administration staff
- Facilitates requests for pastoral support to the appropriate channels
- Assists with resolving disagreements or seeking solutions where necessary

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<sup>1</sup> Version 1 May 2019




Delegations

Personnel :

- Authority to recruit within approved budgets
- Authority to approve annual leave, sick leave in accordance with employment contracts and Employment Relations Act

Financial:

- Approve payments within approved budget up to \$10,000
- Recommend payments to Finance and Building committee in excess of \$10,000

Transition Manager: Name PAUL ALSFORD  
Sign:   
Date: 10/5/19

PETER CHRISTOPHER ROE  
PCbe.  
10/5/2019

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BASED ON LET (LEADER FORMATION TEAM)  
decision on 29/04/2019  
PCbe.