

Employment Opportunity

Our current Business Administrator, Sherry Witte, is planning on joining the ranks of the retired seniors. To help her along with that we are starting the job search process to find her replacement.

Questions about the position can be directed to Fr. Abraham; Jack Lano; or Andy Kleindl

Interested candidates should email their cover letter, including salary requirements, and resume to: busadmin@ascensionnya.org or busadmin@st-bernard-cologne.org

Position specifics for the Business Administrator position are:

Purpose: Support the ministry of the pastor and parish by overseeing the administration of the parish to ensure its congruency with the parish's mission and the pastor's stated intentions. Oversees the financial processes of the parish, manages parish property, and manages office and employment procedures of the parish in a manner that supports the work of the pastor and enables all parish ministries to function effectively. Assure a responsive administrative liaison between pastor and all staff.

Responsibilities: (include, but are not limited to)

Relationship with Pastor: Reports directly to the pastor, maintaining a high level of confidentiality. Works with the pastor and finance council to evaluate and develop goals for the parish carrying out special projects and other assignments as directed.

Management Functions: Supervises office and facilities staff developing job descriptions, performance goals, objectives and action plans. Works with ministry department leaders to promote teamwork to create a positive and productive work environment. Ensures compliance with parish and Archdiocesan personnel policies and procedures and with all federal and state employment laws including FMLA.

Financial Functions: Assists the pastor in overseeing all financial aspects of the parish including financial planning, investment strategies, banking relationships, budgeting, insurance and risk management, asset management, and stewardship. Oversees the daily financial activities of the parish which includes accurate accounting, internal financial controls, purchasing, business planning and management, and reporting systems for all parish financial matters under the rules of an accrual based accounting system. Oversees the collection, counting, recording and depositing of revenue from all sources. Oversees all data collection, computer systems, and software programs currently in place and makes improvements when necessary or appropriate. Provides timely, accurate reports to the finance council. Provides parish financial and donation reports to parishioners. Ensures compliance with Archdiocesan requirements, policies, procedures related to finances.

Human Resources: Under direction of the pastor, implements and ensures compliance with parish personnel policies and develops hiring and termination procedures, job descriptions, personnel evaluation procedures, employee payroll and benefits administration. Processes employee payroll. Acts as a resource to all staff in the area of human resources. Maintains files for all employees.

Other duties: Oversees maintenance of physical plant and grounds, including parish cemetery, ensuring compliance with applicable codes and regulations.

COLOGNE FOOD SHELF OPPORTUNITY

The St. Bernard Finance Council and Parish Council along with Father Abraham have continued the process of looking at what can be done with the vacated school building. Our church has been contacted by the non-profit organizations Bountiful Basket Food Shelf and Humanity Alliance to see if the lower floor that hosts the kitchen and cafeteria could be used as a food shelf to serve primarily the growing city of Cologne and the townships of Benton, Hancock, Dahlgren and San Francisco as well as using the kitchen to cook weekend meals for people in need. It is anticipated that both the kitchen and cafeteria would remain available for St. Bernard church functions as needed. The concept would call for the food shelf to be open approximately 6-8 hours a week on Saturday mornings and on one weekday late afternoon/early evening to be operated by volunteers. The Bountiful Basket would provide management and administrative duties as well as providing for the shelving, refrigerator, freezer and food as necessary to open the new site. There would be no cost associated with the project to St. Bernard with this site complimenting other food shelves in Carver County located at Chaska, NYA, Waconia, and Watertown. The Waconia and NYA food shelves have been asked to partner with this effort if they would like.

If a final agreement and approval can be reached, it is anticipated that the process leading up to the opening of the food shelf and meal program would take 5-6 months. At the present time we are seeking individuals from St. Bernard's and Ascension that may like to be a part of the planning process or who may enjoy learning more about how to volunteer at the Cologne Food Shelf when it opens. For more information please contact Sherry Witte 952-466-2031 or Roger Storms 612-618-8365. Tom Redman, Chairman of the Bountiful Basket will be available to meet and answer questions after Mass on the weekend of December 17-18 at St. Bernard.