

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.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

THE MONTHLY PRAYER REQUEST FOR PRIESTS

~ JANUARY 2023 ~

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 POPE FRANCIS	2 REV. ABRAHAM GEORGE KOCHUPURACKTALBOT JR AL CMI OUR PASTOR	3 REV. RALPH WILLIAM TALBOT JR ORD 2004	4 VERY REV. JOSEPH CONRAD TAPHORN JR ORD 1997	5 REV. HARROLD JOSEPH TASTO ORD 1968	6 REV. BRANDON MICHAEL THEISEN ORD 2017	7 REV. EUGENE JAMES THEISEN ORD 1999
8 REV. JEROME ANTHONY GILBERT (GILBERT) THESING OP ORD 1975	9 REV. DENNIS STEWART THOMPSON ORD 1989	10 REV. EUGENE WILLIAM TIFFANY ORD 1972	11 VERY REV. MICHAEL MATHIAS TIX ORD 1992	12 REV. ROLF RUSSELL TOLLEFSON ORD 2001	13 REV. JON BENNET TRAN ORD 2008	14 REV. VIN-THINH NGUYEN (TIMOTHY) TRAN ORD 2020
15 REV. JOHN SON TRAN CSSR ORD 2018	16 MOST REV. PAUL CULLIGAN TREACY ORD 2006	17 REV. JOHN LLAVEDAN UBEL ORD 1989	18 REV. STEPHEN DONALD ULRICK ORD 1982	19 REV. MARK JOHN UNDERDAHL ORD 1996	20 REV. VICTOR CORTEZ VALENCIA ORD 1993	21 REV. ROBERT LELAND VALIT ORD 1961
22 REV. JAMES (JIM) VAN DORN OFM CONV ORD 1967	23 REV. MICHAEL A VAN SLOUN ORD 1995	24 REV. NICHOLAS WILLIAM VANDENBROKE ORD 2012	25 REV. JON DAVID VANDER PLOEG ORD 2001	26 REV. ANTHONY GERARD VANDERLOOP ORD 2003	27 REV. CHAD RICHARD VANHOOSE ORD 2017	28 REV. MINH XUAN VU ORD 1994
29 REV. HUV DUC VU CSSR ORD 2020	30 REV. THOMAS VU CRM ORD 1990	31. ABP. BERNARD HEBDA AUXBP. JOSEPH WILLIAMS	For subsequent Months or extra copies call or write		Frank Renshaw 2450 Merrimac Ln N Plymouth MN 55447	Phone: 763-473-4096 H 612-850-8730 C Email: frenshaw@hnoj.org

WILL YOU PRAY FOR A PRIEST EACH DAY?

PRAYER SUGGESTION

O Lord, may You find shelter and rest gently within the heart of your priest. Make him, O Lord, a priest according to Your heart: meek, humble, zealous, so that all he does will be for Your honor and glory. Mold him into a man of prayer and labor, insensible to earthly things, and sensible only to Your love and to the graces of the Holy Spirit. Amen. (From *Our Lady of the Rosary Library, Prospect, KY*)