

Roles and Responsibilities Discussion Sheet

Directions: With the group, determine which responsibility is that of the pastor, school leader, and the parish business manager. There will be instances of overlap as well as responsibilities not applicable to any of the roles.

Responsibility	Pastor	School Leader	Parish Manager	None
Leadership and Managerial Responsibilities				
1. Serve as the educational leader of the school				
2. Serve as the spiritual leader of the school				
3. Serve as the managerial leader of the school				
4. Work with Board of Trustees, School Business Teams and/or Councils				
5. Oversee facility management schedule				
6. Support the principal in his leadership role				
7. Supervise facility improvements and repairs				
8. Lead the daily operations of the school				
9. Supervise parish staff				
10. Supervise maintenance staff				
Spiritual Responsibilities				
11. Serve as the spiritual leader of the school				
12. Plan faith formation opportunities for teachers and staff				
13. Plan faith formation opportunities for students				

Roles and Responsibilities Discussion Sheet

14. Plan school Masses				
15. Oversee sacramental preparation for students in the school				
Financial Responsibilities				
16. Participate in monthly financial review				
17. Administer salaries and benefits programs				
18. Advise on financial matters that affect the Parish and School				
19. Make the final decision on financial matters that affect the Parish and School				
20. Solicit donations for school operations and/or programs				
21. Oversee the budget preparations for the entire parish				
22. Allocate Church funds				
23. Abide by the parish-approved budget				
24. Approve budget requests / changes				
25. Maintain accuracy of all financial files and records				
26. Pursue alternative funding options for the school (e.g. grants)				
27. Approve financial requests				
Staffing Responsibilities				
28. Hire teaching staff				
29. Conduct onboarding of all new hires				

Roles and Responsibilities Discussion Sheet

30. Hire the school principal				
31. Conduct teacher evaluations				
Communication Responsibilities				
32. Handle parent concerns				
33. Share family information for the purpose of invitation and growing ministries				
34. Address parishioner concerns				
35. Advocate for the community's support of the school				
36. Extend an invitation to parishioners to visit the school				
35. Engage with families				
36. Address behavior issues as it relates to students				
37. Address behavior issues as it relates to staff				

When finished, discuss as a whole group:

- Were you surprised by answers provided by any of your peers? If so, how has that answer changed your own thinking about the roles and responsibilities?
- Which of the responsibilities have the greatest overlap?
- Which of the responsibilities should not have the greatest overlap, but likely do in some schools and parishes?
- Which of the responsibilities create the most opportunity for collaboration? *Remember, a responsibility may belong to an individual, but there still can be collaboration with others.*
- Which of the responsibilities are a strength of your school or parish? Why?
- Which of the responsibilities are a challenge for your school or parish? Why?
- Which major responsibilities, if any, should be added to this list?