

Catholic Diocese of Saginaw
Job Description

TITLE: Manager, Center for Ministry

Date: January 2026

SUPERVISOR: Director of Administrative Services

STATUS: Full Time, Exempt, Salary (based on 40 hours per week)

GENERAL DESCRIPTION

The Manager of the Center for Ministry is a dynamic self-starter who is able to work independently as well as within a team responsible for providing exceptional hospitality and guest services at the Center for Ministry. This individual is responsible for the promotion, planning, and execution of all events held at the Center for Ministry.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the booking and coordination of all events held at the Center for Ministry. Includes handling inquiries, creating contracts, organizing events, and handling clients' requests.
- Creates and maintains all recordkeeping requirements for the Center for Ministry.
- Supervises and assists with food service, housekeeping, and volunteers at the Center for Ministry.
- In collaboration with others, develops and creates the appropriate ambiance for each event.
- Promotes and markets the utilization of the Center for Ministry as a Catholic/Christian venue.
- Strong operational knowledge and understanding of all audio-visual equipment and other technology utilized at the Center for Ministry
- Reviews and establishes rates for food, conference rooms, audio visual equipment, and lodging rooms on an annual basis. *{in collaboration with the Director of Administrative Services}*
- Monitors expenses and revenues monthly to meet budget expectations,
- Makes recommendations for cost savings/alternatives regarding the purchasing of goods and services associated with the operation of the Center for Ministry.
- Oversees the purchasing of supplies and evaluates vendors.
- Functions as the onsite contact for all events taking place at the Center for Ministry.
- Performs other tasks as needed or assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Director of Administrative Services
- Works closely with clients to establish specific event details which result in an exceptional guest experience.
- Ensures a high level of quality and service to those individuals and organizations utilizing the Center for Ministry.
- Maintains professional relationships with staff and volunteers.

QUALIFICATIONS & SKILLS

Education: HS Diploma required; associate's degree preferred.

Experience: Prior experience in guest services as a leader preferred.

Job Related Skills: Must have excellent verbal and written communication skills with the ability to multi-task and manage time effectively. Must be proficient in MS Office and possess the ability to gain competency in all diocesan operating systems associated with the Center for Ministry.

Interpersonal Skills: Must possess a high level of professionalism and competency at all times, whether working independently or collaboratively. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Reasoning Ability: The ability to apply common sense understanding in order to carry out detailed written or oral instructions.

WORKING CONDITIONS

- **Hours of Work:** The hours of the position vary and involve nights, weekends and overnight stays.
- **Nature of Work:** The physical demands of the position would include the ability to bend and lift up to 30 pounds, using safety precautions. While performing the duties of this job, the employee is required to stand, walk, bend, reach, sit, listen, communicate clearly, and use repetitive motion of the hands/wrist and feet.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____