



Saint Bernard Parish Organizational Structure

Living Our Mission Through Worship, Service, Formation, and Stewardship

Saint Bernard Parish is organized to support the mission of making Christ present in all we say and do through worship, service, formation, and responsible stewardship. This structure clarifies leadership, lines of responsibility, and the relationship between parish ministries, the School, Child Care, and advisory committees so that parish life can be carried out with unity and accountability.

Parish Leadership

Pastor

The Pastor is the chief shepherd and canonical leader of Saint Bernard Parish. He provides spiritual, pastoral, sacramental, and administrative oversight for the entire parish, school, and Child Care, and works with staff, councils, and committees to guide the parish mission and vision.

Pastoral Associate

The Pastoral Associate supports the Pastor in the pastoral life of the parish, especially in ministry coordination, communication, parish outreach, and the day-to-day accompaniment of parishioners. This role helps connect the work of the four pillars and supports implementation of parish priorities.

Parish Administrative Assistant.

The Parish Administrative Assistant serves as the primary administrative support for parish operations. This position assists with office communication, records, scheduling, reception, sacramental record-keeping, and coordination of routine parish needs.

Bookkeeper (Part-Time)

The Bookkeeper assists with financial administration, bookkeeping, reporting, payments, payroll, and business operations in collaboration with the Pastor and Finance Committee. This role supports sound stewardship and accountable management of parish and school resources.

Director of Advancement and Development (Part-Time)

The Director of Development supports parish and school advancement efforts, fundraising initiatives, donor relations, planned giving, capital campaigns (when applicable), and stewardship promotion in coordination with parish leadership and the Development and Stewardship Committees.

School Leadership and Staff

Principal

The Principal is the spiritual, educational, and operational leader of Saint Bernard Catholic School. The Principal oversees academic and religious education for students in Preschool through 8th grade, ensuring the integration of Catholic values with a rigorous curriculum that includes core subjects and specialty programs. The Principal works closely with the Pastor to advance the vision and policies of the school and parish, ensuring alignment with Archdiocesan standards and promoting a strong Catholic identity.

Primary responsibilities – spiritual leadership:

- Create a school community that is consistent with and upholds Catholic principles.
- Cultivate and maintain a school culture rooted in Catholic values, fostering faith and moral development among students, staff, and families.
- Oversee the religion curriculum and ensure staff formation that supports the religious mission of the school.

Primary responsibilities – educational leadership:

- Set and communicate the school's educational vision and goals, promoting a positive learning environment and collaborative culture.
- Support teacher development through professional growth opportunities and regular evaluations.
- Oversee curriculum, technology integration, and student achievement, ensuring academic excellence and the ethical use of technology.
- Manage faculty hiring, onboarding, supervision, and professional development, ensuring high instructional standards.
- Foster an inviting, welcoming learning environment where diversity among students is respected and appreciated.

Primary responsibilities – operational leadership:

- Lead long-term planning and manage school resources in line with school goals and Catholic values.

- Maintain positive communication with staff, parents, and parish, providing regular updates on school initiatives.
- Oversee compliance with federal, state, Archdiocesan, and accreditation requirements.
- Supervise daily operations, including implementation of policies, student safety, behavior expectations, and emergency procedures.
- Support enrollment management and collaborate with parish leadership on recruitment, enrollment, and retention of students.
- Promote positive staff morale and a strong sense of school community.

Teachers

Teachers at Saint Bernard Catholic School develop lesson plans, design classroom instruction, and facilitate learning for all students in small, supportive classroom settings. They integrate Catholic values and teachings into all aspects of instruction, model Catholic faith in daily interactions, and support the spiritual and academic growth of students.

Primary responsibilities:

- Develop and implement lesson plans aligned with curriculum standards and Catholic teaching.
- Design engaging, differentiated instruction responsive to student needs.
- Assess student learning and provide feedback that promotes growth.
- Integrate prayer, sacramental preparation (as needed), and moral formation into classroom life.
- Communicate regularly with parents regarding student progress and behavior.
- Participate in professional development, staff meetings, and school liturgies and events.
- Supervise students during class, transitions, lunch, recess, and school activities.
- Maintain accurate records of attendance, grades, and student progress.

School Support Bodies

School Board

The School Board is an advisory body that assists the Pastor and Principal in guiding the mission, policy, and strategic direction of the parish school. It reviews policy, supports long-range planning, and collaborates on major initiatives affecting the school's Catholic identity, academic quality, and financial health.

Home and School Association

The Home and School Association promotes community among families and supports the school through fundraising, hospitality, and special projects. All school parents are members and are encouraged to participate in meetings, events, and volunteer opportunities.

Athletic Club

The Athletic Club organizes and supports parish school athletic programs, promoting sportsmanship, teamwork, and school spirit. It assists with financing athletic needs, organizing teams and coaches, and coordinating volunteers for games and events.

Room Parents

Room Parents assist classroom teachers with classroom events, parties, field trips, and communication with families. They help build a strong partnership between home and school and support teachers in practical ways throughout the year.

Child Care Center

Saint Bernard Child Care

Saint Bernard Child Care provides care and early learning experiences for children ages 6 weeks to 12 years in a Christian, Catholic environment. The program seeks to enrich and enhance each child's social, emotional, physical, cognitive, and creative development through age-appropriate activities and the High Scope Curriculum. Children are cared for in an attractive, safe facility by qualified and trained staff who serve as positive role models and provide nurturing, responsive care.

The center is licensed for up to 150 children and operates year-round from 7:00 a.m. to 5:30 p.m., Monday through Friday, following local school guidelines for weather-related closures. Families are supported through regular communication, including the use of the ProCare app for real-time updates on children's activities.

Staffing Team

Three-Person Core Staff Structure

Overview

The following three job descriptions define the core administrative and teaching team for the Child Care center. Together, these roles ensure regulatory compliance, quality early learning experiences, strong family engagement, and smooth day-to-day operations.

The Director carries overall responsibility for the center. The Administrative Assistant anchors the front office and paperwork. The Teacher and Assistant to the Director leads a classroom

while sharing selected administrative duties and stepping in as the person in charge whenever the Director is off site.

Child Care Director

Position Summary

The Child Care Director provides overall leadership and management of the Child Care Center, ensuring a safe, nurturing, and developmentally appropriate environment for every child in our care. The Director oversees daily operations, program quality, licensing compliance, staff supervision, family engagement, enrollment, budgeting, and community relations. This role sets the culture of the center and represents it to families, staff, licensing authorities, and the wider community.

Key Responsibilities

Program Leadership and Curriculum

- Design, implement, and evaluate a developmentally appropriate curriculum aligned with early childhood best practices and state early learning standards.
- Ensure the daily schedule supports each child's physical, social, emotional, cognitive, and spiritual growth.
- Oversee child assessments, progress records, and transitions between age groups.

Regulatory Compliance and Safety

- Maintain full compliance with Nebraska Department of Health and Human Services Child Care licensing regulations and any applicable local ordinances.
- Keep licenses, inspections, background checks, and required trainings current for the center and all staff.
- Establish and enforce health, safety, sanitation, and emergency preparedness policies, including fire drills, severe-weather procedures, and incident reporting.

Staff Supervision and Development

- Recruit, hire, orient, supervise, and evaluate teachers, assistants, and support staff.
- Build weekly schedules that meet required teacher-to-child ratios at all times.
- Provide coaching, ongoing professional development, and annual performance reviews.
- Foster a positive, collaborative, and mission-aligned team culture.

Enrollment, Family Engagement, and Communication

- Manage inquiries, tours, waitlists, enrollment, and re-enrollment.
- Cultivate strong partnerships with parents through regular communication, conferences, newsletters, and family events.
- Respond promptly and professionally to parent concerns, following established grievance procedures.

Financial and Administrative Oversight

- Prepare and manage the annual operating budget in collaboration with leadership.
- Approve purchases, monitor expenses, and oversee tuition billing, collections, and subsidy reporting.
- Ensure accurate record keeping for children, staff, finances, and required reports.

Community Relations and Mission

- Represent the center at community, licensing, and partner meetings.
- Promote the center through outreach, marketing, and relationship building with schools, parishes, and community organizations.
- Uphold and communicate the values and mission of the sponsoring organization.
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Child Care Administrative Assistant

Position Summary

The Administrative Assistant is the welcoming first point of contact for families, visitors, and vendors, and the operational backbone that keeps the office of the child care center running smoothly. Working closely with the Director, this role handles front-desk duties, enrollment paperwork, record keeping, billing support, communications, and general office administration.

Key Responsibilities

Front Office and Reception

- Greet children, parents, and visitors warmly; manage the sign-in and sign-out system and verify authorized pick-ups.
- Answer phones, respond to emails, and route inquiries to the appropriate staff.
- Keep the reception area, lobby, and parent bulletin boards clean, organized, and current.

Records and Enrollment

- Maintain accurate and confidential child, family, and staff files, both paper and electronic.
- Process new enrollments, withdrawals, and updates to child and emergency contact information.
- Track immunization records, health forms, and required documentation, following up with families as needed.
- Prepare licensing binders and support the Director in preparing for inspections and audits.

Billing and Financial Support

- Prepare and send tuition invoices; post payments and follow up on outstanding balances.
- Assist with subsidy paperwork, deposits, petty cash, and expense receipts.
- Reconcile enrollment counts with billing on a weekly basis.

Communication and Family Engagement

- Draft, format, and distribute newsletters, memos, calendars, and event flyers under the Director's direction.
- Manage the center's email distribution lists, parent communication app, and, as assigned, social media pages.
- Prepare bilingual materials (English/French or English/Spanish) when needed.

Office and Facility Support

- Order and inventory office supplies, classroom materials, and cleaning products within budget.
- Schedule vendor visits, maintenance, and service calls; keep a log of building issues.
- Assist the Director with meeting logistics, agendas, minutes, and follow-up.

Confidentiality and Compliance

- Safeguard the privacy of children, families, and staff at all times.
- Follow all mandated reporter, safety, and licensing requirements.

Skills and Attributes

- Friendly, patient, and professional demeanor with children and adults.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication.
- Ability to handle sensitive information with discretion.
- Dependable, punctual, and able to juggle competing priorities calmly.

Teacher and Assistant to the Director

Position Summary

This hybrid role combines classroom teaching with administrative support to the Director. The Teacher and Assistant to the Director spends the majority of the day leading or co-leading a classroom of young children while also carrying defined administrative duties that help the Director run the center. The position acts as a key support to the Director, steps in as the person in charge in the Director's absence and serves as a bridge between the classroom teams and the administrative office.

Parish Advisory and Leadership Bodies

- **Parish Council** – Principal consultative body assisting the Pastor with broad pastoral planning, priorities, and parish-wide initiatives.
- **Leadership Team** – According to the Archdiocese of Omaha's pastoral leadership model, the Parish Leadership Team functions as an advisory body to the pastor. Its role is to offer insight, counsel, and perspective on the general life of the parish; spiritual, pastoral, and community concerns; helping the pastor in discerning and advancing the mission of the parish in unity with the broader Church.

- **Finance Committee** – Advises the Pastor on financial planning, budgets, and review of income and expenditures for parish, school, and Child Care.
- **Strategic Planning & Ongoing Evaluation Committee** – Assists the Pastor and Parish Council in articulating mission and vision and evaluating progress toward parish goals.

Organizational Overview

Overall, Parish Leadership

- Pastor
- Pastoral Associate
- Administrative Assistant
- Bookkeeper (Part-Time)
- Director of Advancement and Development (Part-Time)
- Liturgist
- Parish Council
- Leadership Team
- Finance Committee
- Strategic Planning & Ongoing Evaluation Committee

Four-Pillar Framework

Saint Bernard Parish carries out its mission through four integrated pillars: Worship, Service, Formation, and Administration. Each pillar includes ministries, committees, and support groups that strengthen a particular area of parish life while remaining connected to the overall leadership of the Pastor.

1. Worship Pillar

Purpose: To ensure reverent, beautiful, and faithful liturgical celebration and a strong parish prayer life.

Primary oversight: Pastor, with support from those coordinating liturgical life and worship ministries.

Ministries and committees:

- Liturgy Committee
- Altar Servers
- Altar Guild
- Choirs / Music Ministry
- Flowers Committee
- Church Cleaning Teams

2. Service Pillar

Purpose: To live the Gospel through charity, welcome, outreach, and compassionate care.

Primary oversight: Pastor, with support from parish leaders coordinating hospitality and outreach.

Ministries and committees:

- Hospitality and Welcome Committee
- St. Vincent de Paul Society
- Funeral Committee
- Knights of Columbus
- Siena Francis House Ministry

3. Formation Pillar

Purpose: To form children, youth, and adults as disciples of Jesus Christ through catechesis, education, and faith-sharing.

Primary oversight: Pastor, with collaboration from formation leaders, parish catechetical personnel, school leadership, and the Child Care Director where appropriate.

Ministries and committees:

- Religious Formation
- OCIA
- Religious Education (Grades 1–8)
- Youth Group
- Totus Tuus
- Bible Study

- Men's Group
- School Board
- Home and School Association
- Athletic Club
- Room Parents

4. Administration Pillar

Purpose: To provide leadership, stewardship, communications, planning, and operational support for the parish mission.

Primary oversight: Pastor, assisted by parish staff and advisory committees.

Ministries and committees:

- Parish Council
- Leadership Team
- Finance Committee
- Development Committee
- Stewardship Committee
- Strategic Planning & Ongoing Evaluation Committee
- Communication and Media Committee
- Works and Grounds Committee

Detailed Structure by Pillar

A. Worship

The Worship pillar serves the sacred liturgical life of the parish and supports prayerful, dignified, and well-prepared celebrations.

Liturgy Committee

Assists the Pastor in planning liturgical seasons and celebrations, coordinating the church environment and décor.

Altar Servers

Youth in grades 5–12 who assist at Mass and other liturgies (including school, sacramental, funeral, and wedding liturgies), helping to foster a reverent and prayerful celebration.

Altar Guild

Cares for the altar, sacred vessels, linens, and church environment, while building community among its members.

Choirs / Music Ministry

Provides music for weekend and special liturgies, leading the assembly in sung prayer and enhancing the beauty of worship.

Flowers Committee

Provides floral arrangements for liturgies and maintains flower beds around the church to reflect the beauty of God's creation.

Church Cleaning Teams

Dust, vacuum, and tidy the church each week, preparing a clean and prayerful worship space for all liturgical celebrations.

B. Service

The Service pillar embodies Christ's call to love and serve others, especially those in need.

Hospitality and Welcome Committee

Greets newcomers and visitors, organizes Donut Sundays and welcome events, and fosters a warm, inviting parish atmosphere.

Human Needs Committee

Serves individuals and families in need through person-to-person assistance, sharing Christ's love in concrete ways.

Funeral Committee

Provides hospitality, food, and practical support for families whose loved one's funeral is celebrated at the parish.

Knights of Columbus

A fraternal organization of Catholic men dedicated to service to the Church, the parish, and those in need.

C. Formation

The Formation pillar focuses on lifelong faith formation and discipleship for all ages.

Religious Formation

Encompasses the parish's overall efforts to support lifelong growth in the Catholic faith for children, youth, and adults through a variety of programs and opportunities.

OCIA (Order of Christian Initiation of Adults)

The process by which adults are introduced to and received into the Catholic Church through prayer, instruction, and community support.

Religious Education (Grades 1–8)

Faith formation classes for children in grades 1–8 who attend non-Catholic schools, helping them grow as young disciples.

Youth Group

Offers spiritual, social, and service activities for students in grades 6–12, helping them grow in faith and friendship.

Totus Tuus

A week-long, parish-based summer program where a missionary team leads students in grades 1–12 in faith, fun, and prayer.

Bible Study / Faith Sharing

Groups that meet regularly to explore Scripture more deeply and apply God’s Word to daily life.

Men’s Group

Gathers for prayer, faith sharing, and formation, encouraging one another to live more fully as Catholic men.

School Board

Advises the Pastor and Principal on mission, policy, and strategic direction of the parish school.

Home and School Association

Promotes community among families and supports the school through fundraising and special projects.

Athletic Club

Organizes and supports parish school athletic programs, promoting sportsmanship, teamwork, and school spirit.

Room Parents

Assist classroom teachers with classroom activities, parties, events, and field trips, strengthening the school community.

D. Administration

The Administration pillar ensures responsible leadership, effective communication, and wise stewardship of parish resources.

Parish Council

Collaborates with the Pastor in setting parish-wide priorities, advising on major initiatives, and fostering a unified vision.

Leadership Team

According to the Archdiocese of Omaha's pastoral leadership model, the Parish Leadership Team functions as an advisory body to the pastor. Its role is to offer insight, counsel, and perspective on the general life of the parish; spiritual, pastoral, and community concerns; helping the pastor in discerning and advancing the mission of the parish in unity with the broader Church.

Finance Committee

Reviews parish and school budgets and financial reports, advising the Pastor on responsible stewardship.

Advancement and Development Committee

Counsels the Pastor and parish leadership on friend raising, fundraising, collections, planned giving, and advancement.

Stewardship Committee

Encourages parishioners to share their gifts of time, talent, and treasure in gratitude to God and service to the parish.

Strategic Planning & Ongoing Evaluation Committee

Assists parish leadership in articulating mission and vision and in assessing progress toward parish goals.

Communication and Media Committee

Manages parish communications—bulletin, website, and digital platforms—to keep parishioners informed and engaged.

Works and Grounds Committee

Oversees the maintenance, safety, and improvement of parish buildings and grounds.

Contact Information

Parish Office: (402) 551-0269

School Office: (402) 553-4993

Child Care Office: (402) 556-4161

Email: info@stbernardomaha.org

To learn more or to become involved in any ministry, committee, school role, or parish organization, please contact the parish office and you will be connected with the appropriate coordinator or director.

Membership of the different Parish and school Committees

Pastor:

Rev. Fr. Michael Gadache

Saint Bernard Parish Trustees

1. Chris Kalkowski
2. Brant Yantzer

Parish Council

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Eric Wiederin. – Parish Council President.
4. Katie Galloway – Vice President.
5. Jill Rivers - Secretary
6. Valerie Niemeyer
7. John Keyser
8. Antonia Joppa
9. Herman Mamah
10. Herve Koffi
11. Sarah Liassidi
12. Colette Kuegah
13. Anne McGuire
14. Mehele Mensah
15. Rodrique Nyamed

Finance Committee

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Bookkeeper: Julia
4. Chris Kalkowski
5. Brant Yantzer
6. Jake Bauman
7. Ray Ekeh
8. Antonia Joppa

Leadership Team

1. Pastor: Rev. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Dick Mausbach
4. Tim Muetting
5. Joe Niemeyer

6. Elias Abalekpo
7. Susan Sieczkowski
8. Angela Lewis

Liturgy Committee

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. **Liturgist:** Dr. Anne McGuire
4. Deacon Charles Sheik
5. Pat Sheik
6. Katie Galloway
7. Koko

Religious Education

1. Pastor: Rev. Fr. Michael Gadache
2. Deacon Charles Sheik
3. Rose Eastman

Communication and Media Committee

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. School Principal: Dr. Roseanne Williby
4. Child Care Director: Tabatha Nelson
5. Administrative Asistant: Lindsey Ridley
6. School Secretary: Krista Sorensen
7. Eric Wiederin
8. Valerie Niemeyer
9. Cassie Mayo
10. Katie Galloway

Advancement and Development and Committee

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Director of Advancement and Development: Rose Flores
4. Cassie Mayo.
5. Tim Nass
6. School Principal
7. Child Care Director
8. Dick Mausbach
9. Thuc Tran

Building and Grounds Committee

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Laurie McNeil
4. Brant Yantzer
5. Christie Weiss
6. Joe Niemaier
7. Maintenance Manager

School Board:

1. Rev. Fr. Michael Gadache – Pastor
2. Roseanne Williby – Principal

Athletic Club:

1. Roseanne Williby - Principle

Home and School:

1. Roseanne Williby – Principle.
2. Casie Mayo – Teacher/Parent

Ad hoc Committee: {One-year strategic planning}

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Associate: Deacon Tim McNeil
3. Sara Hood- Catholic Schools office
4. Diane Flynn
5. Dr. Roseanne Williby
6. Tabatha Nelson

Leadership of Our Lady of Africa Community

1. Pastor: Rev. Fr. Michael Gadache
2. Pastoral Coordinator: Dede Jibidar
3. Human Needs/Welfare Committee: Antonia Joppa

Leadership of St. Michael French Community

1. Pastor: Rev. Fr. Michael Gadache
2. Coordinator: Herman Mama