

PARISH: **St. Jude Parish-Redmond**

POSITION TITLE: **Parish and Family Faith Formation Administrative Assistant**

NAME:

REPORTS TO: Pastoral Assistant for Administration (PAA)

DATE:

GRADE:

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## **I. POSITION PURPOSE**

The purpose of this position is to greet, welcome, and refer visitors and callers to the parish, maintain sacramental records and provide support to all staff with emphasis on supporting Family Faith Formation program.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Collaborates with the Pastor/Pastoral staff in implementing the mission of the parish, by assuring a hospitable and welcoming presence for parish visitors and callers.
- B. Assures a timely and accurate receipt of telephone calls, messages, and emails to the parish. Provides assistance and/or referral to callers and visitors utilizing church, social service, and other community resources to provide help.
- C. Assures packages/mail left at the parish is forwarded to the appropriate person/place. Assures incoming and outgoing mail for the parish is handled appropriately and ensures outgoing mail is taken to the mailbox on a daily basis.
- D. Assists in record keeping through Church Office as requested. This includes assisting in locating parishioners in the database for the Monday collection counters and keeping accurate records of children, teens, and families as part of the Family Faith Formation program.
- E. Maintains collection security bag log.
- F. Provides assistance to parishioners requesting Mass requests, Mass cards.
- G. Provides assistance and support to all parish staff as needed, especially Pastor, Pastoral Associate, and Family Faith Formation Director to assist in the smooth flow of the office. This may include phone calling, emailing, filing, collating, copying for teachers/music ministry/others, maintaining supply lists.
- H. Creates and maintains office and church signs as needed for closures and special liturgies such as funerals, Holy days etc.

- I. Assures timely recording of Sacramental records for Baptisms, First Eucharist, and Confirmations, Weddings, Annulments, and Death, as well as entering this information into the church database. Ensures the notification of sacraments of confirmation and marriage are sent to all churches of baptism.
- J. Assists Facility Manager with maintaining an inventory of cleaning and hospitality supplies (restrooms, kitchens).
- K. Orders office, cleaning, and hospitality supplies as needed.
- L. Provides primary administrative support to the Pastoral Assistant for Family Faith Formation including:
  - a. Facilitating program registration including collection of fees and necessary baptismal certificates.
  - b. Generating potential participant lists for invitations to First Eucharist, Confirmation and Preschool classes.
  - c. Executing mailings requested by Faith Formation ministers.
  - d. Phone calling, emailing, and filing, collating, copying for teachers, maintaining supply lists and ordering supplies when needed.
  - e. Assisting with faith formation related fundraisers.
- M. Assists the PAA with the distribution/collection and monitoring of facility keys.
- N. Assures the parish office is properly opened in the morning and locked in the evening.
- O. Cross trains on other critical administrative duties as identified by PAA.
- P. Performs other duties as assigned.

**Qualifications:**

- Active, practicing Roman Catholic who can represent the Church well.
- Welcoming personality welcoming able to work with the variety of personalities who come to the door.
- Ability to work well with staff, volunteers, and parishioners
- Ability to keep appropriate confidentiality concerning parishioner records, sacramental records and pastoral situations.
- Excellent computer skills, using Office, especially Word, Excel and Outlook
- Excellent communication skills: written, email, and verbal
- Ability to multi-task with strong attention to detail, re-prioritizing as necessary

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Supervisor: \_\_\_\_\_ DATE: \_\_\_\_\_