

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**PARISH:** St. Joseph, Vacaville  
**POSITION:** Administrative Assistant  
**CLASSIFICATION:** Non-Exempt  
**SCHEDULE:** 25 hours/week  
**SUPERVISOR:** Business Manager

**Position Content**

**A. Secretarial Duties**

- Receive and place telephone calls; schedule appointments; accurately relay messages.
- Check voicemail daily.
- Greet and refer visitors to appropriate ministers, services, or agencies.
- Receive, sort, and distribute incoming mail.
- Type written communications as needed.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use.
- Check keys for facilities in and out. Maintain file of signed facility use guidelines.
- Maintain organized files and supplies. Ensure that all informational packets, fliers, registration forms, etc. are kept up-to-date and available.
- Oversee the timely opening and secure closing of the office, according to schedule. Ensure that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights are off.

**B. Sacraments and Services**

- Work with families to help them prepare for sacraments and special Masses, ensuring that all requirements are fulfilled and necessary documents submitted in a timely manner.
- Schedule baptisms; intake paperwork for registration; compile attendance from baptism preparation classes; create certificates.
- Schedule funerals; communicate with funeral homes; mail Mass card to family.
- Schedule weddings; ensure that all necessary forms and payments are received on time; create certificates; mail marriage license to county.
- Schedule quinceañeras; ensure that all necessary forms and payments are received on time.

- Prepare binders and communicate with sacristans and/or ministry leads for sacramental and special Masses.

### **C. Church Bulletin/Weekly Mass**

- Prepare binders for priests, lectors, and announcements for weekend and holy day Masses.
- Prepare weekly bulletin in both English and Spanish. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Schedule Mass intentions and prepare Mass cards as requested.
- Prepare the bags each week for the Sunday collection.

### **D. Faith Formation**

- Assist with the registration process for new students. Ensure that parents have received and accurately completed all necessary forms and that fees have been received.
- Provide administrative support for special Masses, retreats, and other events related to the Faith Formation program.
- Create certificates for First Communion, Confirmation, and RCIA.

### **E. Database Entry & Record Keeping**

- Enter newly registered families into parish database monthly. Mail welcome packets.
- Record sacraments into appropriate sacramental register.
- Update parish software with sacraments and other family changes.
- Mail sacramental notifications to parish of baptism.

### **F. Other**

- Attend staff meetings and other meetings as requested.
- Receive prayer requests and share them with appropriate ministry.
- Serve as custodian of petty cash, maintaining funds and ensuring that proper paperwork is completed by those requesting funds.
- Maintain organization in the office and supply room.
- Direct volunteers helping with office work.
- Assist with registration and administrative support for various parish programs, special events, and fundraisers.
- Provide assistance to persons in need that come into the parish. Provide charitable assistance supported by the parish and/or through

referring persons to and/or through charitable social agencies/organizations.

- Any task related to the job that the pastor/parochial administrator may request.

I understand and agree to the job description provided.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_