

JOB DESCRIPTION

PARISH: Our Divine Savior, Chico,

POSITION STATUS: Part Time

POSITION: Office Manager/Secretary

SCHEDULE: Monday-Friday 9am-3pm

Hourly Rate: \$19-21

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed. Must maintain strict confidentiality in all parish matters.

ESSENTIAL FUNCTIONS:

1. Phones/Visitors

- * Greet persons coming to the parish office in a courteous and friendly manner
Communicate on the telephone and in person with courtesy and diplomacy.
Take messages clearly, accurately and concisely, and calendar appointments for Pastor
- o Represent the Parish to telephone callers, and visitors.
- o Provide general Parish information to callers and visitors and direct them to appropriate person or location.
- o Assist parishioners in any way possible.
- o Responsible for accurate “away” message on incoming parish phone line.

2. Preparation of Sacraments/Registers

- o Record, maintain and update all sacramental files and records for the parish:
 - Baptism*
 - First Reconciliation
 - First Communion
 - Confirmation*+
 - Weddings*+
 - Funerals

**Prepare certificates*

+Send notification to church of baptism

- o Schedule special Masses for baptisms, weddings, quinceñeras, and funerals.
- o Prepare readings and worship aids.

3. New Parishioners/Parish Registration

- o Provide parishioners with registration form
- o Register new parishioners in ParishSoft database.
- o Keep ParishSoft current with parishioner information.

4. Church Bulletin/Mass Needs

- o Prepare weekly Sunday bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing and distribution.
- o Prepare announcements for weekend Masses, and other special Masses under the direction of the Pastor and place them in the appropriate binder.
- o Receive and record Mass Intentions.
- o Prepare bags each week for Sunday collections.

5. General Office Needs

- o Oversee the timely opening and secure closing of the office.
- o Ensure that all machines are off, windows and doors are locked, and all appropriate lights and heat are off.
- o Establish office record-keeping and filing systems. Coordinate the office bookkeeping with the volunteers.
- o Maintain schedule of volunteers and coordinate their work.
- o Parish Facilities
 - o Schedule parish facilities (hall). Oversee proper procedures with the use of the hall.
 - o Develop and maintain an updated parish calendar. Develops and maintains a calendar that identifies time, date, name of organization as well as room scheduled to use. Provide pastor an updated calendar each week.
 - o Coordinates the use of keys for facilities.
 - o Follow up with emails sent to the church office in a timely manner.
 - o Schedule appointments, type/enter into word processing written communications.
 - o Sort and distribute incoming mail.
 - o Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items

for pick-up at front desk. Each item is stamped with date, time and from whom received.

- o Office supplies: Alert the Pastor when supplies need to be purchased and submit purchase list for pastor's approval from all ministries and office.
- o In consultation with the pastor respond to all diocesan requests for information on behalf of the Pastor and Parish
- o Keep office in good order.
- o Type and copy material as requested.

6. Miscellaneous

- o Keep the pastor informed on all matters needing his attention.
- o Perform other tasks as will be assigned by the Pastor.
- o Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.

collaborate well with other staff and volunteers for the smooth function of the parish office and its goals.

In all areas of parish life and work and ministry of service pastor's decision will be final.

7. Weekly: prepare pastor's note, bulletin articles, commentator text and general petitions.

Establish office record-keeping and filing systems

Mass Intentions-Schedule, Record and receive donations and prepare Mass cards

Baptisms-Schedule, Record, receive donations and prepare packets

Record and Prepare Certificates of all Sacraments:

Baptism/Weddings/Funerals/RCIA

Purchasing, order materials and supplies for all programs

8. Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent **or above**

Experience: Two years of broad, varied and increasingly responsible clerical service including working with the public.

Skills / Knowledge: Proficient in Microsoft Office Products (Word, Excel, Access, Publisher/ Outlook); excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

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|-----------------------------|---------------|--------------------|
| _____ EMPLOYEE Name | _____ DATE | _____ SIGNATURE |
| _____ Pastor/ SUPERVISOR | _____ DATE | _____ SIGNATURE |

If interested, please contact:

Pastor:

Pastor@ourdivinesavior.org

OR

Michelle:

michelle@rush-personnel.com