

Position Description – Clerical Support

Purpose: Work creatively and consistently to enhance the mission and work of the three parish cluster, accountable to the Pastor.

Qualifications:

- Competency and experience using a personal computer
- 3 years of experience in a general office setting with the public preferred

Skills & Abilities:

- Well developed “people” skills to insure friendly and professional interaction with visitors to the office
- Ability and commitment to maintain confidentiality at all times
- Ability to set priorities in order to complete multiple tasks in a timely manner
- Ability to grasp a wide variety of information and directions and respond appropriately
- Proficient in MS Office applications, especially MS Publisher

Responsibilities:

General Office & Communication

- Answer phones and welcome/assist those coming in to the office
- Check phone messages
- Check parish incoming emails
- Sort and distribute incoming mail
- Maintain office materials and supplies, order as needed
- Change outgoing messages as needed, to note upcoming parish events
- Notify area newspapers of Mass changes or events
- Prepare monthly Mass count forms and send to diocese as required
- Develop the Liturgical Ministry schedules

New Members/Families

- Complete census cards/pass along to bookkeeper

Baptism/Marriage/Confirmation/Deaths

- Publish information in the weekly church bulletins
- Respond to requests for proof of Baptism

Weekly Church Bulletin

- Prepare the weekly bulletin using MS Publisher/upload to the publisher
- Insert any fliers into the bulletins, recruiting volunteers for help as needed
- Communicate website changes and/or additions to the Webmaster
- Mail or email a current bulletin to the “sponsor of the week” and anyone else who has requested one
- List weekly Mass intentions in the bulletin

Safe Environment

- Regularly maintain up-to-date information for all staff and volunteers in the parish data system
- Submit annual compliance report to the diocese as required

Complete other tasks as requested by the Pastor

Hours expected: 20 hours weekly in the office, flexible