

## **Saint Ann Catholic Church Job Description**

**Job Title:** Receptionist/Administrative Assistant  
**Reports To:** Pastor  
**FLSA Status:** Non-exempt (37.5 hours weekly)  
**Prepared Date:** January 24, 2018

### **SUMMARY**

Responsible for welcoming all who interact with the parish office, whether in person or by telephone or other electronic means; provides administrative support services for the pastor, staff, and various parish committees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Provide receptionist services for the parish office.
  - A. Greets and directs visitors.
  - B. Answers telephone and directs calls appropriately.
2. Record clear and accurate verbal and telephone messages for pastor and other staff.
3. Respond to routine questions regarding parish policies. Refers non-routine questions to the pastor for additional information and provides appropriate response and follow-up if needed.
4. Provide support for new parishioners – registration form and follow-up letter from pastor.
5. Support Church by restocking purificators, special cloths, hosts, wine, envelopes, etc.
6. Support Holy days and arrange for special events: Easter; Penance services; Pentecost; Saint Ann Feast Day; Advent and Christmas.
7. Schedule use of parish facilities. Maintain and schedule monthly computerized calendars for pastor, parish and school activities. Keep pastor informed.
8. Prepare routine outgoing correspondence ensuring accuracy of grammar, punctuation, spelling and content.
9. Retrieve and respond to general parish email. Refer non-routine questions to the pastor for additional information and provides appropriate response and follow-up if needed
10. Sort and distribute incoming mail and oversee preparation of outgoing parish mailings.
11. Establish and maintain office filing system; file needed materials routinely.
12. Prepare weekly parish bulletin for distribution at weekend Masses. Screen requests, seek out relevant, vital information. Gives to Parish Coordinator for final approval.
13. Work with LPI to identify new advertisers for bulletin.
14. Prepare liturgy guides for special events.
15. Monitor supply inventory. Order supplies such as contribution envelopes, calendars, missalettes, books, Sacristy supplies, etc. as needed or requested. Keeps pastor informed of expenditures.
16. Oversee functional use of office equipment; maintain records on maintenance agreements; request equipment repairs/service as necessary.
17. Respond to various reports, surveys, and forms, etc. required by the Diocese, e.g., *Tennessee Register*, Bishop's Annual Appeal, and the *Official Catholic Directory*.
18. Help facilitate communications to all parish communities.
19. Perform copying tasks needed for office, musicians, or CCD classes.
20. Prepare announcements, Mass Intentions and Mass Petitions for all weekend Masses.
21. Prepare and order flower memorials; Christmas and Easter flowers and other special occasions. Recognize flower memorials in bulletin.
22. Prepare calendar of Mass intentions and issues Mass cards as needed.
23. Work with volunteers in planning special parish celebrations as needed.
24. Record and type minutes for Staff meetings.
25. Perform other duties as requested.

### **SUPERVISORY RESPONSIBILITIES**

None

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**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE**

1. High school diploma required; college degree preferred.
2. Prior office/secretarial experience
3. Prefer candidate with experience in working with cross cultures

**OTHER SKILLS**

1. Sense of discretion and confidentiality with regard to all parishioners and parish matters.
2. Good communication and organizational skills
3. Proficiency in the use of computers, including the following applications:  
Microsoft Office Professional including Word, Excel, Publisher, PowerPoint and email.
4. Experience in working with PDS is highly desirable.
5. Knowledge of and appreciation of the Catholic Church.
6. Must be willing to submit to and satisfactorily complete a criminal background screening and to review diocesan Safe Environment training.
7. Resourcefulness with ability to problem-solve.
8. Multi-tasker and detail oriented with ability to oversee a variety of activities
9. Regular work attendance.

**LANGUAGE SKILLS**

Must be able to complete a wide range of communication tasks, assuring accuracy in grammar, punctuation, and spelling in written communication. Must have effective telephone etiquette in assisting callers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, sit, bend over, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Some lifting of supplies or equipment is occasionally required, not exceeding 10 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Saint Ann Catholic Church is a smoke free facility.

I have read and understand this explanation and job description.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_