

Churches of Christ the King and Holy Family

JOB DESCRIPTION

Title: **Administrative Assistant** for the Parishes of Christ the King and Holy Family

Hours: Regular office hours are Monday through Thursday based on 19 hours per week; however, flexibility in these hours may be needed in order to respond to the specific project deadlines or parish needs.

Monday through Thursday 8:30am - 1:30pm

GENERAL DESCRIPTION

The Administrative Assistant for the parishes of Christ the King and Holy Family is responsible for providing secretarial and administrative support for the Pastor, Parish Administrator, Director of Faith Formation and councils, committees, or commissions as assigned. The Administrative Assistant position requires attention to detail in communication in a professional and pastoral manner.

DUTIES AND RESPONSIBILITIES

- Maintains a high level of confidentiality.
- Works primarily out of the office at Christ the King.
- Works independently to accomplish tasks and duties from start to finish.
- Tends to needs at Holy Family which include but are not limited to set-up and assisting of weekly Money Counters, distributing weekend and Holy Day copies of Presider and Cantor prayers and intentions, tamper proof bag(s), bulletins and homilies.
- Processes parish correspondence including written, voice-mail and email. Regularly checks phone and email messages. Responds appropriately and in a timely manner.
- Assures that materials necessary and relevant to appointments and meetings for the Pastor are prepared, assembled and provided in a timely way.
- Assists the Parish Administrator in updating and maintaining the general office calendar and pastor's calendar.
- Greets guests who arrive in the office area in a professional, welcoming and pastoral manner.
- Picks up mail at Kasson and Byron post offices.
- Answers incoming phone calls, takes detailed messages and routes to appropriate staff members.
- Prepares and prints Mass announcements, intentions and prayers for weekend and Holy Day Masses using Word or Publisher.
- Assists parishioners during week day Mass times at Holy Family and Christ the King as needed.
- Assists and communicates with the Parish Administrator in scheduling needs for the use of facilities; Facility Use Forms completed and fees charged as required.
- Schedule substitute priests as needed for Masses, Penance Services, Weddings and Funerals.
- Supervises volunteers as needed for specific office projects; i.e., bulk mailings, parish fundraisers, copying, folding and stapling projects, or newsletters.
- Recruits, orients, trains and supports volunteers working with specific parish projects.

- Types letters, memos, prepares funeral folders, programs, and planning information when needed as directed by the Parish Administrator, Director of Faith Formation or the Pastor. Makes copies and distributes accordingly.
- **Bulletin** *The bulletin is currently being completed by an employee whose sole responsibility is the bulletin.
 - Prepares and uploads the bulletin weekly for the parishes of Christ the King, Holy Family and St. John Baptist de la Salle.
 - Receives bulletin articles and weekly contribution information for publication in the parish bulletin.
 - Proofs bulletin with Administrator and Director of Faith Formation to come up with the final draft for printing and uploads to LPI.
 - Mails copies of the bulletin weekly to those who are not able to attend Mass and have requested a copy.
 - Places 3 copies of each weekly bulletin in the archive file located in the parish office.
- **Sacramental**
 - Schedules Pre-Jordan classes, baptisms and weddings.
 - Provides assistance during baptisms, weddings and funerals.
 - Follows through professionally and in a timely manner with the needs of the baptismal parents and wedding preparation needs for the bride and groom.
 - Prepares Certificates of Baptism and Marriage by obtaining the proper information for the certificate. Acquires appropriate signature(s) and applies the parish seal.
 - Prepares worship aids as needed for Faith Formation and Holy Days.
 - Records all sacramental information in the parish sacramental registers and Parish Soft in a timely manner. Storing all registers in the fire safe for safe keeping.
- **Liturgical**
 - Provides assistance to volunteer sacristans for daily Mass.
 - Schedules Mass Intentions and records in parish registry.
 - Notifies Administrator of needs for liturgical supplies.
- **Bereavement Ministry**
 - Create and copy worship aid.
 - Assist in funeral Mass planning.
 - Coordinate with CCW (Christ the King) and Funeral Committee (Holy Family) with details of funeral luncheon
 - Provide assistance in preparation of and during visitation and funeral.

PASTORAL TEAMWORK

- Works with parish staff to ensure timely opening and secure closing of the office daily, ensuring that all machines are off, doors are locked and all appropriate lights and heat/air are tended to.
- Acts as back-up to the Parish Administrator and Director of Faith Formation when they are out.

- Attends scheduled staff meetings and other staff gatherings as they occur.
- Promotes a positive work atmosphere and professional collegiality among parish personnel and the Pastor.

DEVELOPMENT

- Personal Development
 - Seeks spiritual formation opportunities, such as retreats, days of reflection, in-services, etc.
 - Cultivates an active personal prayer life as well as participates in the sacraments and other forms of community prayer.
- Professional Development – These activities are subject to budget, time and schedule restraints, and need to have prior written authorization by the Parish Administrator or the Pastor.
 - Participates in the diocesan organization through attendance at sponsored events and gatherings.
 - Attend diocesan Ministry Days.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must attend Virtus: Protecting God’s Children training as well as authorize a background check on a regular basis.
- Must sign a Parish Confidentiality Form.
- Post secondary education with a background in Secretarial Science or Business Technology desired.
- Excellent oral, written and interpersonal communications skills.
- Ability to establish and rearrange priorities.
- Has work experience with groups of people.
- Has appropriate computer skills; i.e., Excel, Word, Microsoft Office, Publisher and experience with technology desired.
- Has knowledge of copiers, folding machines, and other business machines.
- Proficient in clerical functions.
- Ability to work independently or with staff members to complete projects
- Ability to approach people in a manner which creates harmony and promotes cooperation.
- Ability to understand the role of the pastor and other parish employees and assist them in fulfilling their ministries.

WORKING CONDITIONS

Regular office hours are required; however, adjustments in hours may be needed at times to meet specific deadlines or program responsibilities. The employee handbook describes general policies for all parish employees. Any questions should be directed to the Parish Administrator.

This position consists of 19 hours per week. Any work time over 19hours per week must have prior written authorization from the Pastor and should be avoided on a sustained basis. Vacation requests must also have such prior authorization.

This position should be considered your primary employment. Any alternate volunteer work or paid employment should be considered subordinate and should not interfere with your duties and responsibilities as listed in this job description.

ACCOUNTABILITY

The Administrative Assistant is directly accountable to the Parish Administrator and ultimately, to the Pastor.

SIGNATURES

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Pastor: _____ Date: _____