

JOB DESCRIPTION

Diocese of Orange, #251 St. Timothy Church

Date Prepared: 05/30/2025

Approved By: Beverly Fisher
Business Manager

Date Issued:

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POSITION TITLE: Front Office Manager

JOB CLASSIFICATION: Non-exempt, Full-Time, Mon – Fri 8:30AM – 5:30PM

DEPARTMENT: Administration

REPORTS TO: Pastor

PAY RANGE: \$22.00 - \$25.00 per hour, depending upon experience

SUPERVISORY RESPONSIBILITY: two part-time employees, five volunteers

INTERNAL/EXTERNAL CONTACTS:

Clergy, Parish Staff, parishioners, volunteers, visitors, vendors

SUMMARY OVERVIEW:

Create and provide a warm, welcoming and friendly environment to serve our parishioners, guests and staff; support our Pastor in his efforts and daily events.

ESSENTIAL FUNCTIONS: Because all St. Timothy Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

Primary duties and responsibilities include:

- Assist Pastor and ministry leaders with scheduling of events.
- Maintain the parish calendar on Outlook for parish and ministry events.
- Attending to in-person parishioners, visitors and staff, and by phone/messaging system.
- Communications: Maintenance of phone system procedures/settings.
- Sacramental record keeping, electronic formats, certificate creation, and fee collection.
- Supply Mass intentions for parishioners.
- Prepare deposits for cash receipts weekly: Mass Intentions, weddings and funerals.

- Lock up facility at end of work day, when Facilities staff members are not available.
- Perform other duties as assigned

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Strong communication and organizational skills.
- Two years in Parish Office environment.
- Knowledge of Parish Data System (PDS/ACST).
- Advanced computer skills.
- Experience with the Office suite of programs with an emphasis in Publisher & Canva.
- Maintain confidentiality in all manners.

DESIRED:

- Practicing Catholic with a deep understanding and love of our faith.
- The willingness to serve with a servant's heart.
- Bilingual in Spanish.
- Some college or degree preferred.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Office Environment; Mostly indoor and occasionally outdoor environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder, postage meter, adding machine.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.