

## **JOB DESCRIPTION**

### **St Polycarp Church**

POSITION TITLE:	Confirmation Office Clerk
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Confirmation Programs
REPORTS TO:	Tom Ma, Business Manager
SCHEDULE:	Part time 15-20 hours per week
PAY RANGE:	\$16.50 - \$17.50 hourly

#### **Summary:**

Works closely with the Confirmation Coordinator to manage and execute the Confirmation programs for St. Polycarp Church in Stanton, California. Conducts serving parents/students and identifies gaps and opportunities for improvement within the Confirmation program. Develops sound and practical recommendations, and reports findings to the coordinator. Perform follow-up reviews to ensure recommendations are implemented, and to further assist the coordinator where needed.

**Responsibilities:** Because all St. Polycarp 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.

The position of Part time Confirmation Office Clerk consists of some or all of the following duties:

- Welcome and direct visitors in a courteous and professional manner.
- Answer telephone in a timely, friendly & professional fashion.
- Direct all calls appropriately. Sort and direct incoming mail.
- Knowledge and able to comprehend the Confirmation program rules/policies.
- Accept and record payments. Provide receipts as needed/requested.
- Understand and willing to learn all the programs offered and comply with the updated office policy.
- Log pledge payments into daily cash log and database(s) e.g. Camino Database software
- Compile a Daily Master Log and Summary Log of all received payments
- Coordinate communications with volunteers, department coordinators.
- Occasionally help with translating English to Spanish
- Performs other duties as assigned.

#### **Qualifications:**

- High School diploma is required.
- Bilingual - Able to communicate in writing and verbally in English/Spanish
- One or more than one years of Faith Formation programs experience
- Solid understanding of Catholic principles and office standards practice
- Some understanding of the Faith Formation programs experience, especially in Confirmation program.
- Intermediate proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint
- Intermediate proficiency in Microsoft Office systems
- Ability to work and respond with positive attitude under pressure
- Goes above and beyond to provide excellent customer service

- Timely completion of assignments and ability to prioritize
- Extremely accurate, detail oriented, and quick learner
- Effective oral and written communication, and problem-solving skills
- Takes initiative to learn and develop oneself
- Proactive and independent
- High degree of commitment and adherence to deadlines
- Strict standard of confidentiality and ethics
- Commitment to the mission of the Catholic Church
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Preferred:

- Church or non-profit experience
- Practicing Roman Catholic

Work Conditions

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, credit card swipe, postage machine, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.

**COVER LETTER**

This position requires that you be an advocate and, become a part of the St. Polycarp community. Please, briefly answer the following question in your cover letter/email. *"What experience have you had with the Catholic Church?" (If applicable, include any experience you have had with St. Polycarp Church, in particular.) Please submit resume and cover letter to: Tom H. Ma, [tma@stpolycarp.org](mailto:tma@stpolycarp.org)*