

JOB DESCRIPTION

St. Thomas More Catholic Church Irvine, CA

Job Title: Confirmation & Youth Ministry Administrative & Financial Assistant

Department: Confirmation & Youth Ministry

Job Classification: Non-Exempt

Schedule: Part Time (24-29 weekly hours)

Direct Supervisor: Director of Confirmation & Youth Ministry (DCYM)

Pay Range: \$18 to \$20/hr based on education, qualifications and experience

JOB SUMMARY:

The Confirmation/Youth Ministry Administrative & Financial Assistant oversees and participates in various aspects of the functional and preparatory tasks for our teens and their families. This position is responsible for maintaining healthy working relationships with students, parents, staff, and volunteers. Therefore, it is expected that the Confirmation Administrative & Financial Assistant will have a solid understanding of Catholic teachings, a strong sense of faith, and a strong work ethic including communication and collaboration skills.

DUTIES AND RESPONSIBILITIES: Because all St. Thomas More Catholic 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 Administrative & Financial Assistant has responsibilities including (but not limited to):

† **Financials**

- Family Records
 - Maintain basic financial records in Parish Soft
 - Timely recording of all payment information
 - Coordinate financial assistance and payment plans as needed
 - Regular updates to parents of fees owed balance
 - Email monthly
 - Mail invoices every 2 months
 - Phone calls as needed
 - Maintain log of mailings and phone calls
 - Build and maintain database to organize information
 - Meet monthly with DCYM to review
- Retreats
 - Build and maintain database to track retreat income and expenses
 - Meet monthly with DCYM to review
- Fundraisers
 - Assist DCYM with current and new fundraisers
 - Coordinating and scheduling volunteers for special events

- Completing required parish paperwork
- Submit financial recap of each event to Director of Confirmation & Youth Ministry within two weeks of event end

† **Volunteers**

- Parent Volunteers
 - Creating/managing database of volunteers
 - Contacting volunteers for chaperones, drivers, events and donations
- Small Group Leader Volunteers
 - Creating/managing database for confirmation small group leaders and chaperones
 - Ensuring volunteers are up to date with documents and training specific to their role

† **Confirmation/Youth Ministry**

- Calendaring & scheduling all parish confirmation/youth ministry events
- Update confirmation/youth ministry calendar as needed
- Coordinate notification of event changes
- Submit requests for room set-ups or special needs

† **Program Prep**

- Assemble confirmation/sponsor booklets
- Assemble Confirmation Group Leader folders
- Creation of class documentation for catechists (group list, attendance sheets, curriculum, emergency information)
- Create small groups & assign meeting locations
- Assist in prep of meeting rooms/classrooms
- Close up classrooms at end of sessions including trash & lock-up

† **Retreats**

- Creating/editing forms as needed
- Scheduling retreat centers and coordination of needed documents
- Scheduling buses and coordination of needed documents
- Managing departure process
- Coordinating purchase of needed supplies
- Coordinating agenda and details with DCYM

† **General Youth Ministry Expectations**

- Attend parent, teen, and volunteer meetings assigned by DCYM
- Assist DCYM with Confirmation ceremony preparation and day of
- Attend and assist DCYM at all Retreats
- Other duties as may be assigned

† Office Duties

- Maintain consistent office hours
- Answer inquiries in a timely manner
- Be present in office during class times
- Step in as substitute teacher as needed
- Assist with preparation for various class & staff events
- Attendance at monthly staff meetings
- Attendance & assistance with various Faith Formation events
- Attendance & assistance with various parish events
- Other duties as may be assigned

† Skills

- General Computer Skills and Knowledge
- Proficient in Microsoft Excel
- Working knowledge of Microsoft Word and Publisher
- Familiarity with Parish Soft preferred
- Effective communication skills
- Ability to prioritize and execute responsibilities
- Ability to build solid working relationships
- Ability to interact with parents and teens maintaining a friendly and welcoming attitude through all situations
- Ability to deal with change

Required:

- Practicing, fully initiated Catholic
- Minimum of a high school education

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.

By the first day of employment, the Administrative & Financial Assistant MUST complete and pass the Safe Environment requirements of the Diocese of Orange: fingerprinting and background clearance through the U.S. Department of Justice and FBI, as well as Catholic Mutual Group training in accordance with the Roman Catholic Church's Covenant with the Faithful. Screening One clearance must also be completed as required by the Diocese of Orange.

This description should not be construed to contain every responsibility that an employee in this job may be required to perform. Employees are required to perform other related functions as needed and assigned by the Pastor/Administrator and Director of Confirmation and Youth Ministry.

