

JOB TITLE: Parish Office Administrative Receptionist

LOCATION: St. Catherine of Siena, Laguna Beach

POSITION SUMMARY: The parish office administrative receptionist helps to ensure that the parish office runs smoothly, providing support that allows the pastor to attend to his other responsibilities.

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ST. CATHERINE OF SIENA CATHOLIC CHURCH, LAGUNA BEACH, CA

POSITION TITLE: Parish Office Administrative Receptionist

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Administration

REPORTS TO: Pastor

SUPERVISORY RESPONSIBILITY: None

SUMMARY OVERVIEW: The parish office administrative receptionist helps to ensure that the parish office and church runs smoothly, providing support that allows the pastor to attend to other responsibilities.

WORK HOURS AND BENEFIT ELIGIBILITY: 20-25 hours per week; non-benefit eligible

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

Administration

- Greet and assist parishioners and visitors
- Answer telephone calls, retrieve voicemail messages, and distribute messages as needed
- Ensure outgoing message on church main telephone line is current
- Receive and distribute mail and take outgoing mail to post office if needed
- Manage bulk mailings
- Accept deliveries
- Monitor office equipment, order supplies and schedule repairs – telephone system, copier, postage machine
- Monitor and order office supplies
- Maintain the church calendar
- Schedule facility use for outside groups
- Maintain ParishSoft, parish membership database - enter new registrations, keep record status current, input donations weekly, prepare and send bi-monthly file for church envelopes
- Update parish website weekly
- Send out parish e-blasts as needed
- Respond to Diocesan requests
- Maintain current status for credit cards
- Prepare donor thank you letters
- Prepare and mail annual tax letters
- Assist with priest scheduling as needed
- Maintain filing system for forms, letters, correspondence and reports

Ministry

- Schedule Mass Intentions
- Prepare and distribute monthly ministry schedules
- Ensure Safe Environment requirements are current
- Maintain ministry training/certification records
- Order ministry resources – lector workbooks

Sacraments/Liturgies

- Work with pastor to schedule baptisms and funerals
- Assist with baptism and funeral set up
- Maintain parish sacramental records (baptism, first communion, confirmation, wedding and funeral)
- Prepare sacramental certificates as requested
- Order supplies – altar bread, wine, candles, ordos
- Serve as backup for weekend set up (including changing out Missals)

Perform other duties assigned

QUALIFICATIONS & EXPERIENCE:

REQUIRED

- Fundamental understanding of Catholic precepts and principles.
- Proficient computer skills, including Microsoft Office Suite
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Ability to adapt quickly and effectively to changing priorities
- Valid California Driver's License

DESIRED

- Bilingual (English-Spanish) – fluency in both languages

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.