

Job Description
Parish Administrative Associate
Catholic Diocese of Richmond
Holy Cross Church, Lynchburg, VA

Summary: This position provides administrative support to the pastor and staff, is a professional and pastoral presence to the parish community, facilitates communication among clergy, staff, and parishioners, extends hospitality to all callers and visitors, maintains the parishioner database and sacramental records and handles the weekly offertory.

Employer: Pastor

Supervisor: Business Manager

General administrative responsibilities:

- Greet visitors and answer telephone in prompt, courteous manner
- Distribute food to visitors in need
- Provide visitors with information and registration needs
- Process incoming and outgoing mail
- Maintain parish calendar
- Schedule classroom and Commons usage
- Manage office supply inventory
- Assist Pastor and other staff as needed
- Attend monthly staff meeting

Specific administrative responsibilities:

- Ensure absolute confidentiality in daily involvement of parishioners, staff and church business
- Schedule all Mass intentions
- Receive and log donations and other collections from the mail and dropped off at the office
- Monitor tamper-proof bags used for collections
- Prepare the weekly Prayers of the Faithful for weekend Masses
- Work with Pastor preparing for funerals and weddings
- Maintain all sacramental records of Holy Cross Parish in database
- Prepare the weekly parish communication tool Flocknote and distribute to parish
- Work with Web Master/staff/ parishioners in facilitating information/news
- Oversee the management of the Holy Cross Cemetery and sale of plots
- Perform other duties as assigned

Performance Appraisal: The Office Manager is evaluated annually by means of an appraisal process provided by the Diocesan Office of Human Resources

Working Conditions: The number of hours worked is 37.5 hours per week, Monday thru Friday.

Qualifications:

- High school graduate; college degree preferred
- Minimum of 1-3 years' previous professional office experience strongly preferred
- Demonstrate strong proficiency with Microsoft Office (Word, Excel, PowerPoint) and other related software
- Reliable physical attendance is required
- Pleasant, positive, polite demeanor
- Well-developed oral and written communication and customer service skills ● Well organized with the ability to multi-task
- Supportive of the mission and vision of the Roman Catholic Church
- Dependable and can work well with a team and/or independently

Physical Demands: While performing this job, the employee is regularly required to sit, stand, walk, talk, hear and handle. The employee must occasionally lift and/or move up to 25 pounds.

FSLA Status: Non-exempt

Benefits: Benefits are outlined in Called to Work in Harmony, Personnel Policies for Lay and Religious Employees.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read this job description and understand it, and I have received a copy.