ST. JUDE
CATHOLIC CHURCH
CERES CALIFORNIA

Position Description for

Office Assistant

Department: Administration
Reports to: Pastor, Business Manager
Classification: Part-time

Position Summary:

The Office Assistant for St Jude Parish provides administrative and secretarial support to the Pastor, Clergy, and other designated staff. The incumbent is also responsible for the reception of callers and visitors to the parish.

This position is the first contact some people have with the parish. The incumbent must be very thoughtful and polite and have enough knowledge about the parish to assist and/or guide any and all who come to the office.

Essential Duties and Responsibilities:

1. Work collaboratively with the Pastor, other clergy, staff, and ministry leaders in articulating and achieving the vision and mission of the parish. Participate in the outreach and welcoming ministry of the parish.

2. Complete administrative and secretarial functions for the pastor, clergy, and designated staff. This may include calling to schedule or confirm meetings, filing, collating, copying, sorting, and maintaining parish files. Coordinate volunteers as needed for liturgies and parish administrative projects.

3. Respond in a timely manner to all incoming calls, messages and visitors to the parish. Provide proper assistance and information to persons calling or visiting the parish in both English and Spanish. Familiar with and shares information about other diocesan, social service, community and/or government resources to help them to meet their needs. Mails or distributes infant baptism, wedding and quinceañera information to those who request such by phone, email, or in person. Schedule and oversee collection of paperwork and donations.

4. Ensure that packages/mail and other correspondences left at the parish are forwarded to the appropriate person/place. Distribute incoming mail and ensure outgoing mail is picked up on a daily basis. Assist in bulk mailing, as needed.

5. Maintain an inventory of office supplies and reorder as needed. Responsible for inventory of copy machine supplies. Oversee the maintenance of office copies, obtaining approval before requesting any needed maintenance. Ensure that the office is properly opened and/or secured, lights are turned on and off, heat or air conditioner controlled, and machines turned on and off.

6. Develop and maintain designated filing systems, including the files related to any sacrament and any other correspondences. Research, prepare, and mail sacramental records as requested. Maintain the master filing system. Is knowledgeable about all parish protocols.

7. Coordinate scheduling of parish facilities/upkeep on facilities calendar. Distribute Facility Use approval/denial forms to applicable parties. Inform Maintenance Person of set-up needs for special events.

8. Coordinate and maintain key registers for parish facilities. Oversee check out and check in of facility keys.

9. Update the Parish Soft Directory. Request envelopes for any newly registered parishioners or those that have changed their information.

10. Schedule Mass intentions and records in the Church Daily Mass record book. Collect donations and submit them to the counters for processing and deposit.

11. Track the support that the priests and Extraordinary Ministers of Holy Communion to the homebound to ensure those homebound parishioners' spiritual needs are met.

12. Serve as contact person for funeral homes' scheduling of funerals, shares the parish's funeral protocols. Give notice of the scheduled funerals to the priest and staff needed for the funeral.

13. Follow procedures for handling petty cash for the needs of the parish.

14. Maintain a current level of knowledge and skills required to function as Office Assistant. This may be accomplished through reading appropriate

materials and participating in training opportunities and/or workshops as approved and as appropriate.

15. Other duties as assigned.

Expected Qualities and Qualifications:

- Commitment to the Vision and Mission of the parish.
- Demonstrated successful work experience in an office environment.
- Ability to learn, operate and maintain parish telephone systems.
- Ability to work with vendors to maintain office equipment.
- Demonstrated competence in word-processing; ability to learn parish software.
- Valid California drivers' license.
- Excellent oral, written, and interpersonal communication skills in English and Spanish.
- Ability to honor and maintain confidentiality.
- Excellent organizational skills.
- Ability to communicate effectively and efficiently with a variety of people.
- Demonstrated ability to recognize and honor diversity within the parish community.

About St Jude Parish:

St Jude parish serves as the parochial church of Ceres, CA, and the surrounding area. Located just off Highway 99, the parish has about 5,500 families.

Each weekend, St Jude has three Masses in English and seven in Spanish to celebrate the Lord's Day. A bilingual Mass is celebrated weekdays at 8AM and again at 6PM in Spanish. Infant baptisms are celebrated in English and Spanish on Saturday mornings. The sacrament of penance is available on Thursdays at 4PM, Fridays at 5PM and Saturdays at 5PM. On Thursday, there is a Holy Hour beginning at 5 PM. Marriages, funerals, and Quinceañeras are celebrated throughout the year. All activities are subject to change.

In addition to the pastor and parochial vicar, the parish is served by a talented staff.

Disclaimer:

St Jude Parish is a religious institution and religious employer. As such, all parish employees share in the mission, which Christ entrusted to the Church, to spread the Gospel, to serve our sisters and brothers, and to build up the Body of Christ, which is the Church. Employees—both at work and in their daily life—must respect, appreciate, and uphold the teachings, principles, legislation, policies, and traditions of the Catholic Church in word, lifestyle, and example.

As partners in Christ, our work is not only occupational but vocational: a call to defend life and improve its quality by bearing witness to the presence of Christ and his Church in the world.

Signature Block:

Employee Name: _____

Signature: _____ *Date:* _____

Pastor*:* Reverend Hamilton Suárez

Signature: _____ *Date:* _____