

**OFFICE MANAGER
JOB DESCRIPTION**

**Parish: St. Katharine Drexel Parish, Martell
Diocese of Sacramento**

Position: Office Manager

Classification: Salaried, Exempt – Full Time

Hire Date: August 15-September 1, 2018

Supervisor: Pastor

Job Summary:

The primary objectives of this position are to provide leadership, administration and support of specific areas of parish life to (1) oversee the daily operations of the parish center and (2) facilitate the enabling of parishioners in ministry.

Essential Functions:

- 1) **Collaborates with parish staff, councils and designated committees in providing leadership to the parish.**
 - A. Assists in shaping of parish leadership that addresses the needs of the parish.
 - B. Promotes develops and applies priorities and directions stated in the parish mission statement to his/her own job functions. (*cf. Parish website.*)
 - C. Participates in staff meetings and, as required, parish council and capital campaign meetings. Ensures minutes and related documents are filed in parish council binder maintained at Parish Center.
 - D. Serves as recorder at weekly staff meetings by maintaining summary minutes and a list of pending action items.
 - E. Periodically participates in mission churches' leadership groups as requested by pastor.
 - F. Provides clerical support for faith formation and youth and young adult ministries as requested and as time permits.
 - G. Periodically attends churches' events and organization meetings.
 - H. Proactively assesses needs of parishioners and how parish may better assist them

- 2) **Oversees the daily operations of the parish center and mission churches.**
 - A. Administers all aspects of parish center daily operations including designated staff and volunteers, offices and work stations, security, key distribution and communication systems and database management.
 - B. Assists with administration of parish missions and their operations.
 - C. Ensures communications on programs to parishioners, parish groups, missions, and, as needed, the broader community.
 - Collaborates weekly with parishioner volunteers who produce the bulletin. Proofreads bulletin for layout, content and clarity.
 - Contributes content to Sunday bulletin as needed to promote parish events.

- Collaborates with volunteer parish Webmaster with Web-site content.
- Prepares and sends weekly Flocknote updates
- D. Reconciles weekly income receipts
- E. Recruits, trains and administers volunteers to maintain parish database, office filing system, sacramental recordkeeping, collection envelopes, on-line parish calendar, provide clerical support and other office functions. Orders annual parish calendar.
- F. Oversees parish bulk mailings.
- G. Keeps office supplies arranged and orderly. Orders office supplies.
- H. Performs secretarial duties for parish clergy and other designated staff.
- I. Provides primary phone support for incoming calls. Greets and assists visitors as needed.
- K. Collaborates with volunteer coordinator of Parish Center receptionists to ensure quality and effectiveness of their ministry.
- L. Gains knowledge of parish collection counting procedure to oversee process when bookkeeper is unavailable.
- M. Notifies answering service, submits bulletin and Mass announcements, and posts door signs to update parishioners on changes to open office hours and priests' availability.

3) Promotes and assists with formation of ministers and volunteers to provide quality ministry to the parish.

A. Liturgical and Sacramental Ministries

- Recruits, trains and oversees parish volunteers who prepare weekly Sunday Mass introduction, announcements and general intercessions. Proofreads them and discusses with Deacon Ed as needed.
- Assists with promoting, educating, scheduling and overseeing other volunteers to serve in parish ministries.
- Orders liturgical supplies and oversees distribution to mission churches. Maintains contact with mission church sacristans and liturgy coordinators.
- Collaborates with clergy in scheduling and planning funerals, weddings, baptisms and other liturgies.
- Oversees Mass offerings and intentions and distributes to churches each week.
- Assists clergy and Liturgy Committee with minister recruitment, training and scheduling, as requested and time permitting.

B. Ministries to the elderly and sick

- Collaborates with clergy and lay ministers to ensure adequate care for the homebound and those in the hospital and care facilities.

C. Ministries to the needy

- Provides assistance to persons in need who visit or contact the Parish Center. Provides referrals to charitable groups and/or agencies, especially the St. Vincent de Paul Society.

Position Specification/Requirements**Skills, Knowledge and/or Abilities**

- Proficient in written and oral communications
- Highly motivated individual with strong interpersonal skills
- Ability to work as a “team player” as a member of the parish staff
- Ability to work independently
- Ability to maintain a flexible work schedule, Monday through Friday
- Computer literate in word processing, including making forms in MS Word. Proficient in electronic communications including Web and email.
- Has or can gain proficiency in Parish Soft to maintain database
- Has or can gain basic proficiency of MS Publisher, including basics of graphic layout/design, to oversee bulletin production.
- Bilingual preferred