

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b>	<b>SS. Peter &amp; Paul Parish</b>
<b>POSITION:</b>	<b>Office Manager</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SCHEDULE:</b>	<b>35 hours per week; Full Time</b>
<b>PAY RATE:</b>	<b>\$27 - \$29 Per Hour</b>

**SUPERVISOR:** Pastor

**JOB SUMMARY:** This position is responsible for providing secretarial and related office management services for members of the parish staff and various other committees and boards. This position will facilitate communications and act as a minister of hospitality to the parish in a pastoral manner.

### **ESSENTIAL FUNCTIONS:**

#### **Administrative**

- Works with the pastor and all support staff.
- Maintains a welcoming environment and hospitality in the Parish Office.
- Maintains a clean and organized kitchen area to include replenishing supplies.
- Greets and refers visitors to the appropriate ministers, services or agencies.
- Performs secretarial duties for the pastor; receives and places telephone calls; schedule appointments; types written communications; receives and distributes communications from the Diocese to the Parish staff.
- Will have knowledge of and maintains good working relationships with all parish ministries and organizations including Pastoral and Finance Councils.
- Recruits, trains and supervises Front Desk Volunteers.
- Recruits and supervises volunteers as needed for Parish Office projects.
- Oversees the reconciliation and deposit of money that comes in from parishioners at front desk.
- Maintains office record keeping and filing systems.
- Coordinates the use of keys for facilities, keeps log at front desk for temporary key use. Keeps log of keys checked out to specific ministry leaders from safe for long-time use.
- Oversees the timely opening and secure closing of the Parish Office.
- Oversees inventory of office supplies. Orders materials, supplies or equipment as needed in accordance with the budget.
- Works with Bulletin Editor and oversees the preparation, production and distribution of the weekly bulletin.
- Prepares and annually updates the parish ministry booklet "The Connection".
- Updates and maintains church bulletin boards parish and diocesan events.
- Serves as an advocate for the Annual Catholic Appeal Campaign. Manages donations and sends to Diocese.
- Serves as the initial point of contact for Parish Office and buildings (heating, air, telephones, computers, etc.)

- Schedules Annual/Bi-annual inspections: Fire Extinguishers, Hood Cleaning, Sprinkler Inspections, Fire and Security Alarm System, Social Hall Ansul Fire Inspection, City of Rocklin Fire Inspection.

## **HR Responsibilities**

- Serves as H/R contact for staff members; stays up to date on benefits and H/R forms.
- Responsible for New Hire paperwork/changes.
- Maintains accurate personnel files according to Diocesan guidelines.
- Responsible for collection of PT 503 (punch correction/missing punch request) and PT 501 (time off requests). Makes all corrections and approves time off requests in ADP to prepare payroll for submission according to Diocesan guidelines.
- Keeps all personnel job descriptions updated.
- Prepares employee evaluation forms, schedules evaluations on Pastor's schedule, files record in personnel file.
- Coordinates monthly staff meetings. Attends staff meetings, staff retreats and other meetings as requested.

## **Sacramental Responsibilities**

- Coordinates scheduling of weddings, funerals, and other events. Works with Pastor or Deacon to manage marriage paperwork/documentation.
- Meets with families to plan Funeral Masses. Coordinates Mass with the help of volunteers in this ministry. Reports to Pastor regarding the procedure for these services.
- Records all weddings, and funerals in sacramental registry books. Prepares wedding certificates. Prepares duplicate Sacrament certificates when requested.
- Takes digital photos of Sacramental Record Books annually in January  
Uploads photos onto flash drive stored in safe.

## **Miscellaneous Responsibilities**

- Coordinates and maintains Mass intentions calendar.
- Schedules parish facilities for all ministries each fiscal year, and throughout the year  
Maintains a calendar that identifies the time, date, name of organization as well as room scheduled.
- Facilitates annual calendar planning meeting.
- Responsible for Safe Haven and Live Scan Compliance. Reviews monthly reports and works with staff to ensure volunteers are up to date with Safe Haven and in accordance with Diocesan guidelines.
- Oversees providing assistance to persons in need that come to the parish. Provides charitable assistance supported by the parish and/or by referring persons to charitable social agencies/organizations.
- Oversees the organization and replenishing of Parish Food Pantry.
- Helps the outreach and welcoming ministry. Coordinates sending cards to new parishioners, as well as newly baptized, newly married, and condolences to families of recently deceased.
- Promotes parish events and liturgical seasons through appropriate means.
- Orders and produces bulk mailings and other parish mailings.

- Other duties as assigned by Pastor.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, and/or Experience**

- An active member, in good standing, of a Roman Catholic parish faith community. High School Diploma or equivalent; three years of successful general office experience.

### **Skills/Abilities**

- Demonstrates ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record keeping systems; ability to compose correspondence and reports; ability to represent the parish to those who call, write or visit; knowledge of and skill in using personal computers and word processing to include Microsoft Word, Publisher and Excel; proficient typing skills; ability to communicate verbally and in writing; knowledge of parish operations and functions; ability to relate to a variety of persons – good people skills; ability to honor and maintain confidentiality; office management experience preferred.
- Commitment to personal & spiritual growth.

## **WORKING CONDITIONS:**

### **Full Time (35 hours per week)**

- Monday – Thursday, 8:30 am – 5:00 pm, Friday, 8:30 am – 11:30 am

### **Benefits**

- Paid vacation and holiday time, sick pay, bereavement time, medical, dental, vision, long term disability insurance, and retirement benefits.

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**Employee Signature**

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**Date**