

RECEPTIONIST

Position Title: Receptionist

Salary Range:

Work Schedule: Monday thru Friday from 8:00 a.m. to 4:30 p.m.

Status: Non-exempt

Basic Objectives: To assist the Pastor in his direction of the parish

Major Duties and Responsibilities:

- Open/Close Office.
- Answer phones, transfer calls, handle inquiries and take messages.
- Greet and Assist Visitors
- Scheduling Masses/Reoccurring Masses/ Memorials/Funerals/ Sanctuary Lights
- Register New Parishioners. Keep Parish Roster up to date.
- Sacraments- Record Sacraments, Prepare Certificates, Records Request
- Assist with various printing for Parish Events
- First Friday Memorial
- Homebound Ministry
- Assist with Ordering Supplies
- Assist with Bulletin
- Assist with Worship Aids
- Provide Support to Office Staff
- Fundraisers – Nut Sale, Scrip, etc.
- Memorials from funerals, notify family of donations
- Weekday Mass Schedule/Sunday Celebrant Schedule/Monthly Event Calendars
- Annual Bereavement Mass
- Maintaining Ministry Handbook
- Homily Helpers for Fr. Andrew
- Faith Magazine
- Year End Stats- Fiscal, Calendar, Annual Report
- Intercessions, Focus for BLS
- Homebound Ministry/Assignments
- Microsoft Office experience preferred
- Any, and all other duties assigned by pastor/management/organizations/parishioners

Accountability:

- I.* Pastor/Direct