

Church of the Guardian Angels

Chaska, MN

Position Description

Date: September 3rd, 2024

Position Title: Administrative Associate

FLSA Classification: Non-Exempt

Reporting Relationships:

- Reports directly to the Pastor.
- Provides work direction to office volunteers.
- Receives work direction from the Pastor and the Parish Business Administrator.
- Works collaboratively with the Director of Music and Liturgy and the Latino Ministry Coordinator.
- Supervises no one.

Hours: Part-time, flexible number of hours between 18 and 24 hours per week. Daytime hours. Infrequent evenings to help host events (This is non-essential to the position).

Benefits: Not eligible for medical benefit. Eligible for paid vacation, paid sick time, and retirement benefit. Eligible for holiday pay subject to limitations.

Position Purpose:

To provide a welcoming, professional presence and contact with all who visit the office of the Church of the Guardian Angels or who call by telephone. To greet them and direct them to the appropriate resource or person. To contribute substantially to an effective and orderly operation of the parish's affairs by providing direct assistance to the pastor, providing assistance to faith formation and sacramental programs, creating and sending parish-wide communication, and maintaining calendars, records, and supplies.

General Responsibilities:

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:

Assist the Pastor:

- * Manage the Pastor's calendar, including scheduling and retrieving relevant information needed for meetings.
- * Provide for arrangements for meetings and other events including scheduling facilities, helping to prepare agendas, sending reminders, preparing refreshments, ensuring technology resources are available, and helping to prepare follow-up communication.
- * Prepare other correspondence (usually electronic) for the pastor and parish business administrator as requested.
- * Maintain a system for storage and rapid retrieval of correspondence, files and records.
- * Assist with communications and serve as communication link for the pastor and staff, parents and students, and general public, screening requests and directing to correct individuals where appropriate.
- * Support staff members for specific projects when requested to do so by the Pastor.
- * Prepare flyers and other promotional materials as directed by the Pastor.
- * Take minutes at staff meetings, type and post notes to server file.

Other Communications:

- * Greet visitors, parishioners, and vendors who call or visit the parish office in a pleasant and inviting manner. Stay informed about parish programs to provide knowledgeable assistance to parishioners, ensuring effective support and guidance as needed.
- * Become familiar with and stay informed about parish programs and activities in order to provide general information about them and respond in an informative manner to other general inquiries as needed. Refer or direct them to the appropriate staff member.
- * Provide reception to front office telephone callers, providing information as needed and able or directing them to appropriate staff members.
- * Assist parishioners and visitors with scheduling mass intentions.
- * Assist webmaster with keeping web site updated with postings, articles, and other information as requested. Continually monitor and maintain accuracy of information posted across the site.
- * Assist other administrative personnel in posting important parish-wide announcements on electronic bulletin subscriber list, parish app and Facebook page.
- * Assist parishioners with key check-outs for after-hours usage of building space. Help keep accurate key records.
- * Record and maintain parish registrations and perform regular maintenance to census database records (change of address, etc.)
- * Maintain electronic parish event calendar for orderly planning of space usage. Assist volunteer ministry leaders in scheduling events and meetings in the parish calendar.

Assistance to Faith Formation:

- * Assist catechists with attendance forms and making copies ready for Wednesday evening classes.

- * Help answer basic and general questions of parents, following up by telephone or e-mail as time permits.
- * Maintain electronic database for communication to segmented groups of parents and catechists.
- * Maintain orderly registration files and payment submittal for deposit.
- * Contact families to remind them to send permission forms and payment for youth works of charitable events, retreats and other special events.
- * Assist staff with communication to those who need Safe Environment training, successfully complete a background check and sign a code of conduct agreement. Serve as a resource to the parish regarding questions related to the essential three requirements listed above.

Sacramental Preparation:

- * Explain baptism preparation process to inquirers and prepare a list of those attending the class.
- * Record baptismal information for 1st Communicants and Confirmands annually, mailing appropriate notification to other parishes. Follow up with families to provide this information when necessary.
- * Prepare certificates for sacraments (Baptism, 1st Eucharist, Confirmation, and RCIA) and mail them to families with a letter.
- * Assist with first sacrament preparation including organizing materials needed for catechetical sessions and providing communication to families.
- * Assist in funeral liturgy planning including creating a liturgy program according to the funeral planner's instructions. Maintain communication as necessary with the family. Make calls notifying appropriate staff and volunteers of pertinent information about the funeral arrangements.
- * Maintain parish databases for contribution records. Prepare and mail quarterly and annual contribution statements for parishioners. Make corrections to statements as necessary based on parishioner records.

Volunteers:

- * Assist in recruiting office volunteers. Assist in their training of activities such as bulletin stuffing, parish wide phone calls, parish mailings, ministry reminder calls, etc. ensuring that they are productive and informed. Show them meaningful appreciation.

Other Duties:

- * Keep track of office supplies. Order and maintain them. Prepare and maintain purchase orders for office supplies with prior approval from the Business Administrator.
- * Accept deliveries and sort and stock delivery items.
- * Attend parish staff meetings, training sessions and retreats.
- Plan, prepare and work at hospitality and appreciation events as needed. (Not an essential function.)
- * Help create a productive environment where there is harmony, good morale, adequate communication and cooperative teamwork.

- * Complete other duties as assigned by the Pastor or Parish Business Administrator or identified as needed by the employee.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents. Those responsibilities listed above and preceded by “*” are essential functions of the job.

Job Qualifications:

- High school graduate (or GED) is required.
- Successfully complete Essential Three for Safe Environment: Safe Environment video training, background check and Code of Conduct agreement.
- Previous experience working in a church environment is a plus.
- Familiarity with Spanish language a plus.
- Experience in faith formation a plus.
- Demonstrated skills in giving direction in a friendly and engaged manner and being welcoming and hospitable.
- Ability and willingness to keep confidentiality and handle confidential information with due discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher) and an ability to learn new software.
- Proficient typing skills.

Mental Demands:

- Utilize good listening and communication skills – oral, phone and written.
- Work independently and collaboratively in a rather fast-paced environment.
- Follow instructions and work in a self-motivated fashion to accomplish multiple concurrent tasks within appropriate timelines.
- Be detail-oriented and highly organized.
- Be able to enjoy working with parents and children, parishioners, and volunteers of all ages.
- Be pleasant and service-oriented even when exposed to negative influences.
- Be aware of the need to keep the Pastor and other fellow staff members informed.
- Train volunteers well and ensure that they are able to be productive.

Physical Demands:

- Sit for lengthy periods of time and move easily up and down stairs.
- Lift and move up to 25 pounds using proper techniques.
- Hear and talk by phone and communicate with adequate proficiency by electronic means.
- Utilize keyboard and other office equipment for at least a short period of time.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee:

Date:

Supervisor: I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor:

Date:
