

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> Good Shepherd	<b>POSITION STATUS:</b> 35 hours
<b>POSITION:</b> Receptionist	<b>SCHEDULE:</b> M-F 9am-5pm
<b>CATEGORY:</b> Non-Exempt	<b>SALARY RANGE:</b> \$16.23-\$19.14

**SUPERVISOR:** Business Manager/Pastor Rev. Michael Vaughan in Business Manager's absence

**JOB SUMMARY:** Responsible for monitoring the flow of visitors and coordinating incoming and outgoing mail. In addition, this position will be required to replenish supplies, answer phones, and perform slight secretarial work.

### ESSENTIAL FUNCTIONS:

1. Provide reception services for the parish office
  - Welcome and direct visitors.
  - Answer telephone and direct calls appropriately
2. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items for pick-up at front desk. Each item is stamped with date, time and from whom received.
3. Maintain Mass intention book.
4. Record cash receipts in the general ledger.
5. Perform various computer tasks such as prepare form letters to be sent out to parishioners, prepare letters for clergy as needed, and other various office tasks.
6. Responsible for keeping the Business Manager informed as to the need to order office supplies, such as copy paper, postage stamps, telephone logs, pens, pencils, etc.
7. Prepare daily Mass and weekend Mass general intercessions as well as greeting. Prepare deposit bags for weekend collections. Share information with lectors before the weekend with Lector lead minister.
8. Schedule facility calendar room reservations for all church, school and ministry requests.
9. Baptism coordinator-schedule baptism classes for parents and godparents through online program, schedule baptisms with priests and deacons, train ministry volunteers to assist clergy. Prepare baptism supplies for volunteers. Prepare baptism certificates and record in computer database and hardbound record book.
10. Created free online class for godparents through Formed.org, review google quiz when class is completed, issue baptism class certificate for godparents.
11. Schedule funeral or memorial Masses and relay information to Lazarus ministry volunteers. Prepare special Lazarus Mass each November and coordinate that Mass for all family members

that have died since last All Souls day. Record funerals in record book. Prepare condolence letters for priest's signature.

12. Schedule wedding and Quinceañera Masses and provide necessary information to reserve the date. Forward the information to the wedding coordinator. Record Weddings in record book and computer database.
13. Enter new registration forms from parishioners in Parishsoft database.
14. Schedule Parochial Vicar appointments on Google calendar.
15. Help with inquiries of religious education classes and take payments and registration for new families each year.
16. Spanish speaking encouraged but not required.
17. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** One year of clerical and secretarial experience.

**Skills / Knowledge:** Proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.