

ST. JOAN OF ARC PARISH

Parish Receptionist Position

Position Summary:

The Receptionist is the “director of first impressions” for the parish. In answering the phone, when assisting parishioners who stop by, or when welcoming visitors, the Receptionist is the face and voice of St. Joan of Arc Parish. This person should demonstrate a positive, friendly, respectful and caring attitude at all times. Open communication with fellow parish staff members is essential. This person should have basic understanding of Catholic faith, be familiar with the parish, be able to answer basic questions, and know to which staff person an inquiry is to be directed.

This position reports directly to the Parish Manager but also has working relationships with the Pastor and other staff members.

Essential Duties and Responsibilities:

- Answer all incoming phone calls and direct to proper person.
- Be attentive to the window/ door for visitors and deliveries.
- Sort and distribute the mail received each day.
- Check daily the cabinet in narthex outside the office for any incoming communications.
- Maintain the bank deposits for the bank pickups.
- Maintain the devotional candles in church and restock as necessary, retrieve candle offerings.
- Maintain the schedules for the offertory counters.
- Maintain the weekly Offertory Bank Bags and the offertory bag sheet/list for the weekend.
- Maintain the schedule for the weekly Friday Adorations
- Maintain the sympathy cards mailed to family members who have lost a loved one.
- Maintain the Mass Intentions Schedule and recording in Mass Intentions book.
- Prepare the Welcome Bags for new parish members.
- Maintain the coffee station - stock coffee, tea, sugar and water for Keurig
- Assist the parish secretary with proof reading the bulletin along with any other items that the pastor may request.
- Distribute the sacristy paperwork that the parish secretary has prepared for the week.
- Take the minutes at staff meetings and email to staff members.
- Water plants and flowers inside the church space as necessary.
- Prepare and mail Thank You notes to parishioners for volunteering, dropping off food, and other acts of kindness.

Qualifications:

- Possess a basic understanding of the teaching and traditions of the Catholic Church and a sound working knowledge of the Catholic faith and Church hierarchy.
- Proficiency in computer technology including MS Word, Excel, Outlook, and Internet software; good data entry skills.
- Excellent verbal and written communication skills.
- Ability to maintain absolute confidentiality with respect to parish/school information and records.
- Ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through tasks in a timely manner.

- Due to frequent contact with parishioners, volunteers, and fellow staff members, the position is required to have excellent human relations skills, a pleasant and cooperative attitude, be a team player with an outgoing personality.
- Ability to successfully pass all of the Diocesan FBI/BCI Background checks and complete the Protecting youth Program

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hours:

This is a part-time, non-exempt position scheduled for 20 hours per week. The typical office hours for this position are 10:00 am to 2:00 pm, Monday through Friday.

Compensation & Pay Schedule:

This is a non-exempt hourly position scheduled for 20 hours a week. Payroll is a bi-weekly 26 week pay schedule. This part-time position does not include benefits however; we do have a voluntary matching 403B program (2% max employer) that you are eligible to participate in. Parish Manager will be your direct report.