



**St. Francis of Assisi Parish**  
**Job Description**  
**Parish Programs Assistant**

Revised June, 2017

**REPORTS TO:** Administrative Associate

**STATUS:** Part-Time (15 hours/ week)

**JOB SUMMARY**

- Works directly with heads of parish programs and ministries, providing clerical and other support.
- Responsible for ensuring that each staff is equipped with the supplies needed for their ministries and programs.
- Maintains petty cash fund.

**RESPONSIBILITIES**

***Photocopying and Folding***

- Copies and folds projects for heads of parish programs and ministries, such as song sheets, Funeral worship aids & Mass cards
- Is responsible for copier supplies, troubleshooting, and scheduling maintenance.
- Is responsible for folding machine troubleshooting, and arranging for maintenance.

***Pulpit Announcements***

- Weekly requests pulpit announcements from staff, and prepares and emails attachment of announcements to Director of Liturgy.

***Scheduling***

- Annually schedules recurring events

***Signage***

- Creates “holiday hours” signs for parish center entrances.

- Creates other signs as requested (e.g., notices of meeting location changes).

### ***Nametags***

- Creates nametags (hanging, pin on, stick on) as requested.

## ***Supplies Inventory/Ordering***

### **Office Supplies**

- Monthly, inventories office supplies, asks staff members for requests and orders what is needed, checking with supervisor if item is unavailable through the contracted supplier—or if it is expensive or unusual (e.g., fax machine).
- Checks supplies received against shipping/ order lists for completeness of orders.
- If the order is complete, initials and forwards shipping list to bookkeeper. If incomplete, contacts supplier.
- Distributes/ stores supplies.
- Maintains postage meter.

### **Pew & Church Literature Racks**

- Recycles outdated envelopes and flyers
- Cleans and organizes pew pockets

### **Special Events**

- Using Excel spreadsheet, keeps track of registrations, reservations, and RSVPs for parish events (e.g., Volunteer Appreciation Dinner, Mardi Gras Gala, Women's Retreat)

### **Infant Baptism Prep Program Support**

- Responds to email and telephone inquiries regarding infant baptism
- Receives registration forms.
- Schedules family meetings.
- Makes reminder calls for family meetings.
- Sends draft certificate and confirmation letter to parents.
- Revises certificates as needed and prepares final copies with parish seal.
- Keeps binder with forms, family meeting schedule; organized by baptism date.

- Keeps folder for each Baptism date with draft certificates and prayer of blessing, certification letters for non-parishioner parents and godparents attending preparation classes, preparation class sign in sheet, and donation log.

### **Faith Formation Support**

- Input information from registration forms in ParishSoft

### **Stewardship Program Support**

#### **Donation Database**

- Monthly, enters credit card donations into ParishSoft database.
- Weekly, enters mail-in donations into ParishSoft database.
- Weekly, enters Sunday offertory into ParishSoft database.
- Sends acknowledgement/thank you letters to donors (e.g., for donations of \$250 and above; for memorial donations).
- Receives and provides receipts for miscellaneous donations (e.g.: candles, Mass Intentions, Breakfast Ministry, etc.)
- With Administrative Associate, prepares money bags every Monday morning..

#### **Midweek deposit**

- With supervisor, each week empties small safe in parish center mailroom, and separates donations according to fund.
- With supervisor, places donations for counters in a sealed bag, and places in sacristy safe.
- Prepares mid-week deposit for bookkeeper (lists donations on ledger sheet, and attributes them to appropriate fund number). Counts and totals special collections (e.g., for seasonal “Little Books”).

#### **Supplies/Offering Envelopes**

- Regularly checks supplies of offering envelopes (stewardship, building fund, step ministry) in church pews and literature racks. Notifies supervisor when supply is low.
- Regularly checks supplies for counters (e.g., bank deposit bags), and orders counters’ supplies as needed.
- Regularly checks supplies of offering envelope “substitute,” for parishioners using online giving.

### **Step Ministry Program Support**

- Prepares Two-Week Attendance sheets
- Prepares Sleep Location sheets
- Provides One-Day Pass and Two-Week Pass badges, as needed.

### **Miscellaneous**

- Weekly, switches out server backup drives, transporting to and from the friary.
- Creates flyers as requested (e.g., for Alternative Christmas Faire).
- Prepares letters of good-standing for non-diocesan Presiders.
- Maintains and reprograms phone system.
- Updates and keeps track of staff birthdays, circulates cards.
- Responsible for maintaining a sacramental record keeping system with aid of volunteer receptionists. Processes requests for Sacramental Certificates and Records.
- With Administrative Associate, establishes office record-keeping and filing systems for Volunteer Receptionists to maintain.

**Other duties, as assigned.**