

PASTORAL OFFICE COORDINATOR
JOB DESCRIPTION

Accountability

- Directly accountable to the pastor.
- Office manager, serving as a support person to an office of eight.
- Maintain confidentiality of parishioner data including well-being.

Parishioners and Visitors

- Greet and answer questions.
- Manage office flow.
- Calendar Mass intentions and process memorials
- Refer individuals seeking assistance to appropriate agencies.

Hospitality

- Provide a welcoming atmosphere for all visitors.
- Send letters of welcome to new parishioners.

Phones

- Answer phones, transfer calls and/or take messages.
- Update outgoing voicemail greetings with holiday and liturgical schedule changes.

Calendar

- Maintain the parish calendar
 - Create/Update/Print staff Google and Daily Record Book calendars; create/update/print parish calendar for the bulletin and kiosk.
 - Update staff on changes/additions.
 - Prepare calendar for yearly staff planning day.
- Events
 - Facility use
 - Distribution and return of keys
 - Parish use: at times may need to help with set-up, clean-up, and a wide variety of Parish and outside event requests.
 - Outside groups
 - Coordinate and direct event request information such as contacts, size of group, type of facility use, etc.
 - Notification of permission of facility use and obtain contract and insurance form signatures.
 - Diocesan activities
 - Coordinate with other Diocesan offices/personnel for information related to the event.
 - Ensure setup for Diocesan events is correct
 - Parish activities, such as adult enrichment, weddings, Holy Days and special Masses (i.e. Mass of Anointing), etc.
 - Coordinate with manager staff vacations.

Records

- Maintain permanent records both electronically and manually
- Process requests for sacramental records
- Assist with councils' request for agendas and minutes of meetings
- Maintain staff computer data in "KeyPass".

Bulk Mailings

- Create reports, documents, and mailing labels for various bulk mailings (invitations, seasonal letters, and Mass schedules.)

ParishSoft Database

- Using Excel-based ParishSoft database to add new families, update information, research records, enter sacramental information, and assist collection counters.
- Create reports for staff

Office Technology

- Manage and troubleshoot all computer technology including LAN network.
- Maintain the various office machines such as the multipurpose copier, postage meter, folding machine.
- Call for service on technology machines and coordinate with technicians and report to management costs for repairs and replacement equipment.
- Troubleshoot Outlook & Webmail issues.
- Maintain and troubleshoot system back-up.
- Manage all supply orders for copier and postage meter.

Security

- Monitor and maintain door fobs, security system, and security cameras in the office and church buildings.

Bulletin

- Create, print, and distribute both electronically and hard copies of weekly bulletins. Convert to PDF format and load onto Saint Mary's Web site and parish app.

Web Page

- Update, manage and trouble-shoot Web site.
 - Manage and load images for media library.
 - Create fillable forms for parish registration/Religious Ed registration.
 - Assist staff with Web page design.
 - Weekly updating of parish Web site.

Parish App

- Update and troubleshoot My Parish App
 - Upload weekly bulletin.
 - Add and delete outgoing messages.

Ministry Schedules

- Create, print, and distribute the schedules for linen and bread baking. Provide weekly reminder calls to linen and bread bakers.
- Assist with liturgical scheduling as needed.

Kiosk

- Create and update a variety of signs and calendars for the kiosk.

Various Tasks

- Coordinate volunteer schedules and supervise office volunteers on an “as needed” basis.
- Work parish events such as parish picnic, reception for Mass of the Anointing, etc. as needed.
- Fill in as needed.
- Provide a supportive and positive work environment for the pastor and staff.