**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 Mases (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.