Position Description

Job Title: Parish Coordinator
Reports To: Pastor/Business Manager
Position Status: Full-Time Regular – Non-Exempt (40 Hours per week)- ½ hour paid lunch/day
Location: Rectory and Church

I. Position Objective: To coordinate liturgical, sacramental, and ministerial needs for the parish and provide clerical support for the parish office.

II. Job Responsibilities and Duties:
- Support the ministry goals of Immaculate Conception Parish.
- Scheduling Masses and maintaining the Mass Book of Intentions.
- Preparing Mass announcements.
- Posting sacramental recordings in registers and parish software.
- Maintain and update information in the church management software including address changes.
- Prepare appropriate sacramental forms and certificates as needed.
- Coordinate funerals with music ministry staff and cemetery staff.
- Preparing 1st Friday schedules and distributing to ministers.
- Coordinate parishioner registrations.
- Copy inserts for the bulletin
- Disburse weekly bulletins to staff.
- Mail weekly bulletins to shut-ins.
- Prepare new member packets.
- Routine filing of paperwork.
- Preparing and distributing ministry schedules.
- Check holy water fonts and fill with fresh holy water.
- Prepare for weekend Masses by:
  a. Set out baskets for collection.
  b. Change song #’s on board.
  c. Empty the money out of the votive candle coin boxes.
  d. Deliver boxes/supplies including bulletins from the rectory to the church.
  e. Maintain all the candles used in the church including votive, altar, podium, and sanctuary.
- Set heat or air conditioning for events at the church.
- Key management for the entire parish complex.
- Maintain parish prayer list.
- Provide clerical assistance to the Pastor and Business Manager.
- Coordinate staff meetings.
- Serve as secretary to the Faith Formation Council.
- Maintain and coordinate parish calendar.
- Coordinate church security with the Pastor.
- In consultation with the Pastor, celebrant, and/or Faith Formation Leader, coordinate setup for Sacraments.
- Order supplies for church (candles, hosts, wine, etc.) and notify Buildings and Grounds Supervisor of needed cleaning/restroom supplies.
- Organize back storage room of church at least once a month.
- Notify Buildings and Grounds Coordinator of any needed repairs.
- Annually change Breaking Bread books.
- Route incoming faxes to appropriate staff.
- Greet visitors to the Rectory.
- Other duties as assigned.

III. Qualifications:
   Education: High School Graduate.
Experience: Two years prior experience in an office setting. Must have all necessary clearances to work in a church environment, provide proof of Covid-19 vaccination, and be Catholic. If not a member of Immaculate Conception Parish, the candidate selected will be required to register as a parishioner.

IV. **Competencies:**
1. Ability to view their work as a ministry to those with whom they have daily contact.
2. Attention to detail and follow-through on assignments and deadlines.
3. A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
4. Demonstrates a commitment to confidentiality.
5. Dependable attendance.
6. Administrative ability to organize clearly and communicate effectively.
7. Ability to multi-task.
8. Proficiency in the use of standard office equipment including typewriter, copy machine, fax machine, etc.
10. Willing to seek new information, training and resources as needed.
11. Possesses strong administrative skills and the ability to work independently without supervision.
12. Proficiency in Microsoft Office Products.

V. **Physical Capabilities**
1. Must be able to stand and walk for long periods of time, perform light lifting and bending.
2. Must be able to perform necessary duties to execute the tasks required.

Employee Signature:________________________________________ Date:_______________

Supervisor Signature:________________________________________ Date:_____________