

PARISH: TITLE: *Pastoral Assistant for  
Admin Level I*

NAME: REPORTS TO:

DATE: GRADE:

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The following list of major duties and responsibilities does not necessarily represent any one job. It is the compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Pastoral Assistant for Administration Level I*. It is not the expectation that any one person necessarily fulfills all of these job duties. It is also recognized that there may be elements of a job which are not included in the checklist. Parishes are encouraged to create individual job descriptions, using these checklists as a normative guideline in this effort.

### **I. POSITION PURPOSE**

Performs administrative functions for the parish including personnel, finance and facilities functions. Assures compliance with local, state and federal laws/regulations along with Archdiocesan rules, regulations and policies. Provides other administrative support services as needed.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Reviews/approves financial transactions (accounts payable, accounts receivable, banking, payroll) and assures that each is properly recorded.
- B. Oversees the compilation and tabulation of deposits for the parish.
- C. Prepares financial reports.
- D. Assists in the preparation and administration of capital and operating budgets.
- E. Maintains an inventory of supplies and reorders as needed.
- F. Coordinates the Human Resources function for the parish including salary administration, recruiting, employee relations, training and communication.
- G. Performs secretarial or administrative assistant functions. These include (but are not limited to): maintaining the Parish Data System, greeting and directing callers and visitors to appropriate ministers of service, registering new parishioners, responding to parishioner needs, scheduling the use of the facility, preparing bulletins and preparing bulk mail in accordance with postal regulations.

- H. Coordinates, mentors, teaches and motivates volunteers involved with daily activities and special parish events.
- I. Organizes and implements annual fundraising events (Annual Appeal, Parish Stewardship, major gifts and capital campaigns).
- J. Coordinates construction and maintenance of building and grounds.
- K. Serves as a resource person for other ministries.
- L. Maintains debt reduction program.
- M. Maintains files for the parish.
- N. Provides coverage for the receptionist.
- O. Plans special events.
- P. Evaluates and revises office procedures to enhance efficiency.
- Q. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_