

PARISH:

POSITION TITLE: *Parish Receptionist*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

To greet and refer visitors and callers to the parish, schedule facilities and provide clerical assistance.

II. ESSENTIAL POSITION DUTIES:

- A. Assures a hospitable and welcoming presence for parish visitors, providing appropriate assistance and/or referral to visitors. Answers telephone and assures accurate and prompt transmission of messages.
- B. Provides general information to persons calling or visiting the parish. Utilizes other church, social service, community and/or government directories to provide accurate and helpful information to persons.
- C. Oversees scheduling of parish facilities by approved organizations. Develops and maintains a calendar that identifies the time, date, name of organization, as well as room scheduled to use. Coordinates the use of keys for parish facilities as directed.
- D. Provides clerical assistance as requested by the supervisor including calling to schedule or confirm meetings, filing, collating, copying, sorting and preparing labels.
- E. Opens and distributes incoming mail and ensures the mailing of outgoing mail.
- F. Assures the parish office is properly opened in the morning and securely closed in the evening.
- G. Provides assistance to parishioners requesting Mass requests and Mass cards and provides information about stipends.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____