

JOB DESCRIPTION

TITLE: Faith Formation Office Assistant

REPORTS TO: Director of Faith Formation

OBJECTIVE: Provides administrative and secretarial support to Faith Formation and Youth Ministry.

RESPONSIBILITIES:

A: GENERAL FAITH FORMATION (FF)

- Works and presents themselves as the first interaction of Faith Formation, Youth Ministry, and Our Lady of Good Counsel parish.
- Maintains and updates all FF databases, directories, lists, schedules, and calendars. Coordinates with Records Manager to insure accuracy of parish database and sacramental information. Maintains and secures appropriate files for the FF department.
- Answers and responds to phone calls and emails in a timely manner. Able to speak Spanish.
- Processes all approved FF correspondence, communications, and mailings.
- Compiles and provides reports on FF activities as requested, including Diocesan reports.
- Prepares list of children with special needs for all FF sessions.
- Creates and prepares class lists and attendance sheets and enters attendance information into the database on a weekly basis for all FF sessions.
- Proactively seeks to improve workplace skills required for the position.
- Under the guidance of the Director, develops, revises and maintains FF Office Assistant Handbook.

- Conducts all business with utmost discretion and confidentiality.
- Comes to the work and ministry of this position with a spirit of prayer and collaboration.

B: FF PROGRAM AND SACRAMENTAL PREPARATION

- Utilizing the PDS Formation program, registers all appropriate parishioners and non-parishioners who wish to participate in the FF programs and who have already been entered into the parish database. Insures that all tuition and fees are collected and properly recorded in the FF database. Promptly turns over all funds to the Accounting Manager or Clerical Assistant.
- Registers, schedules, and processes requests for Infant Baptisms and the Baptism Class. Collects all necessary information and paperwork. Works with the Coordinator of Faith Formation, Director of Liturgy, and the Coordinator of Baptism to ensure all information is correct and communicated effectively.
- Processes any FF related purchase order requests and requests for reimbursement. Reviews deliveries of ordered items and verifies receipt for proper payment.
- Maintains in an organized fashion all FF storage spaces. Able to lift 25 lbs.
- Prepares packets, binders, and materials for catechists, sacramental meetings, and retreats. Maintains inventory levels. Ensures that all documentation for sacraments is obtained prior to the sacrament being received.
- Able to be back up support for catechists, potentially substituting for a catechist if needed.
- Coordinates registration and administration needs for any Faith Formation summer programs, such as the Vacation Bible School (VBS), Confirmation Retreat, High School Workcamp (HWC), and assists these programs with any support needed.
- Provides the Records Manager with complete and accurate information and documents (i.e. baptismal certificates and sponsor eligibility forms) for recording all of the sacraments that are coordinated by the FF program.
- Under guidance of FF Team, follows up with volunteers who have not completed their

background check requirements in a timely matter and reports any correspondence or updates to the Director and Child Protection Liaison.

- Submits to the Events Coordinator in a timely fashion all information to prepare the Rite of Penance and Confirmation.
- Checks inventory of FF materials and orders program supplies and texts as needed. Returns texts, videos, and catechist resources as needed.
- Provides requested information to and works cooperatively with other parish staff on various parish projects as required.
- Assists with room reservations and set up for FF events.
- Work hours to include 4 hours on Saturdays: 8 am to Noon. May be required to attend an occasional night or weekend activity, such as FF registrations, retreats, and parent meetings.
- Performs other tasks as assigned.

C: TO ACHIEVE PARISH MISSION

- In collaboration with the Pastor and all of the members of the parish staff, helps create an environment that will enhance the community's experience of the presence of God and bring about the spreading of the Gospel message. Is guided by the Parish Mission Statement and the Spirituality of St. Francis De Sales.
- Provides for one's own continued growth and understanding of the Spirituality of St. Francis De Sales and St. Jane de Chantal.
- Performs other tasks that further the objectives and purpose of the position and Our Lady of Good Counsel Parish in its mission to enhance the spirituality and greater good of all.