**Position Title:** Office Coordinator (BBE)

**Reports to:** Finance and Office Manager

**Direct Reports:** None

**Provides work direction to:** Office Volunteers, as necessary

**Receives work direction from:** Finance and Office Manager, Director of Operations, Pastor

**FLSA:** Non Exempt

**Date:** August 2025

**Schedule:** 12 months, Part Time. Up to 25 hours per week. The nature of the work and the Church’s schedule of activities requires scheduling flexibility, and the incumbent will work with the team leader to arrange a schedule that meets the needs of both the Parish and the individual.

**Benefit Eligible:** No

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**PURPOSE OF THE POSITION:** This position is to provide, and oversee high quality, faithful parish life encounters for parishioners with the office and administrative staff throughout Parishes on the Prairie Area Catholic Community (ACC) in a manner that is guided by the ACC Play Book. To collaborate with the administration team for the smooth and successful operation of the day to day parish office, liturgical and community life events and activities. To use discretion and take great care to hold confidential information in confidence. Provide support to Finance and Office Manager, Director of Operations, Pastor, and others as needed.

*This position will be employed by St. Paul’s Catholic Church for payroll purposes. The Parishes on the Prairie Area Catholic Community consists of six parishes including: St. Donatus, Brooten; St. Alexius, West Union; St. Francis de Sales, Belgrade; Sts. Peter and Paul, Elrosa; Our Lady of the Angels, Sauk Centre; St. Paul’s, Sauk Centre.*

**GENERAL RESPONSIBILITIES (\*):** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is required that this employee be an active, participating Catholic.

1. **REPRESENTATIVE RESPONSIBILITIES (\*):**
2. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
3. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
4. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
5. Maintain professional standards of confidentiality.
6. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
7. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.
8. Stewardship way of life. Practice and advocate the definition, the four pillars and the 3 T’s of stewardship.
9. **ADMINISTRATION DUTIES (\*).** Coordinate all aspects of the day to day operations of the BBE parishes as well as supporting the administrative team of the entire ACC.
   1. Serve as the primary receptionist for the BBE office. This includes:
      1. Answering phones, welcoming guests and visitors.
      2. General Office support.
      3. Handle inbound/outbound mail.
   2. Schedule Mass Intentions for BBE parishes.
   3. Assist with bulk mailings, filing, storage of files and confidential records.
   4. Facilitate office equipment and systems in collaboration with Office Manager and Director of Operations.
   5. Maintain inventory of office supplies, and order as necessary.
   6. Provide administrative support to the pastor, as directed.
   7. Responsible for keeping parish records up to date, including recording of Sacraments as needed.
   8. Responsible for Sacramental records; that they are kept up to date, and recorded appropriately.
   9. Assist with the parish database updates, as directed not included in the Sacrament records portion above.
   10. Assist with keeping the Parish calendar up to date; coordinate scheduling of facilities needs for various ministries and assist director with facilities needs as necessary.
   11. Assist with ministry scheduler database and provide support to administrative staff.
10. **FINANCIAL DUTIES (\*).** Coordinate financial details for the three BBE community within the ACC.
11. Review and approve invoices for the BBE parishes; and forward to bookkeeper for payment at minimum weekly.
12. Oversee the money counting teams, and recruit more team members when needed.
13. Organize and handle miscellaneous deposits for BBE. Provide all details to record deposits to bookkeeper.
14. **COMMUNICATIONS DUTIES (\*):** Coordinate the communications on behalf of the entire Parishes on the Prairie ACC.
    1. Responsible for weekly Parish Bulletin.
    2. Responsible for updating the website, and social media platforms.
    3. Responsible for ACC wide email, and platform (for example flocknote).
    4. Coordinate, and collaborate with Office Manager and Director of Operations creating design and print materials/flyers.
    5. Coordinate the ACC newsletter.
    6. Coordinate the Weekly Pulpit Announcements.
15. **PASTORAL MINISTRY DUTIES (\*):** Assist the Pastor with the pastoral needs of the BBE community by caring for grieving families and facilitate funeral liturgy planning.
    1. Recruit, supervise and develop volunteers in the areas of pastoral ministries.
    2. Facilitate funeral planning, wake services and as needed graveside services for families.

1. **LITURGICAL DUTIES (\*):**
2. Conduct Friday runs, preparing and delivering liturgical supplies, bulletins and Mass announcements.
3. Assist with scheduling Substitute Priests, as needed.
4. Assist with weekly Mass announcements.
5. Assist with preparations required for Holy Seasons, and liturgical supplies.
6. **OTHER RESPONSIBILITIES:** 
   1. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
   2. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, trainings, in-services and any other meetings deemed necessary by the Pastor.
   3. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
   4. Meet all Safe Environment requirements.
   5. Attend required workshops offered by the Diocese as requested. Maintain active membership in church business administration and other appropriate ministry and professional associations.
   6. Recognize, understand and undertake all responsibilities listed above with a positive attitude that is consistent with the ACC Play Book. The ACC Play book guides the ACC and trust is foundational for any team.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “\*” are essential functions of the job.  More detailed listings of the duties and tasks are outlined in supplemental documents.  These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

**EMPLOYEE**: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the parish change.

Employee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**SUPERVISOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**POSITION TITLE:** Office Assistant

**DATE:** July, 2023

**Qualifications:**

* Practicing Catholic, Required.
* Minimum of five (5) years of administrative office work, preferred.
* Must have the ability to plan, organize, and meet deadlines.
* Good interpersonal and communication skills.
* Ability to hear, and safeguard confidential information
* Ability to work in a fast-paced environment.
* Ability to give, and take direction and work with others as a team
* Proficiency in computer programs including Microsoft Excel, Word and Outlook.
* Successfully complete standard background checks and safe environment training.
* Flexibility working the schedule outlined for the position on a regular basis.
* A “hand’s on” approach willing to help as needed.

**Spiritual Demands:**

* Daily prayer life.
* Living the five precepts of the church:

1. Attend Sunday Masses and Holy days of Obligation.
2. Confess your sins sacramentally at least once a year
3. Receive the Eucharist at least once a year.
4. Observe days of fasting and abstinence.
5. Provide for the needs of the church.

**Mental demands:**

* Possess a clear understanding of the English language. Speak and write effectively.
* Provide professional direction and leadership, communicating clear and accurate directions to others.
* Possess strong organizational skills, delegate to others and to teach others to organize.
* Be self-motivated and work productively without supervision.
* Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
* Deal with difficult situations in a calm, dignified and respectful manner.
* Be honest, trustworthy and confidential in all areas.
* Exhibit patience, understanding and calmness in chaotic situations.
* Live and project a personal lifestyle with Christian values.
* Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
* Ability and openness to work in constructive collaboration with other team members.
* Exhibit promptness and dependability.
* Ability to identify and recognize unsafe conditions and work practices

**Physical demands:**

* Move throughout the campuses and buildings, including walking up and down stairs
* Frequent lifting and carrying items of up to 25 lbs.
* Frequent sitting at a desk using computer, keyboard and mouse
* Able to walk, stand, sit, kneel or bend as needed.
* Work long hours when the position demands.
* Participate in occasional evening and/or weekend responsibilities.
* Ability to travel to various campus locations.