

Job Descriptions for Religious Education Secretaries

Archdiocese of Milwaukee Summary Statement from *Parish Personnel Survey*

Position Description: Serves as secretary to the Religious Education Director(s) and provides clerical and administrative services to the Christian Formation Program. Keeps accurate records of children enrolled in educational and sacramental programs. Assists in recruitment and placement of catechetical staff.

Adapted from Sacred Heart, Illinois

Job Description – Administrative Assistant (full time)

Work Hours:

1. Monday through Friday, 8 hr day (30-60 min unpaid lunch), 35-37 ½ hourly work week
2. 3 Sundays per year: Sept, to help with registrations; April to process new registrations
3. Special events as requested, e.g., 1st Communion, practice, catechist appreciation dinner, etc.
4. Possible attendance during weekly class sessions (negotiable)

Daily Office Operations:

1. Manages initial contact with all visitors to the Religious Education Office.
2. Answers phone
3. Checks voicemail and emails
4. Process mail
5. Manages communications with parents and catechists like postcards, email reminders, parent meeting handouts and mailings.
6. Available for daily assignments as requested by the director.

Manages Registrations:

1. Process all registration forms
2. Distributes appropriate copies and payments to Parish Tuition Office
3. Creates and maintains permanent family files and annual registration binders

Manages Database:

1. Input student information
2. Update, print and deliver weekly attendance records
3. Create mailing labels
4. Collate information for directory (printing of directory is outsourced)

Other:

1. Updates website calendar
2. Places all orders for office supplies, curriculum books, sacramental materials, etc.
3. Responsible for upkeep of office equipment like printer/fax, copier, phone, etc.
4. Prepares and prints sacramental certificates and other sacramental materials like postcards, email reminders, parent meeting handouts and mailings.
5. Office support for photographer for sacramental pictures, for Christmas Pageant, etc
6. Shared responsibilities with other office staff or volunteers: Resource library, Project work, Summer preparation for Fall classes

Adapted from Diocese of Joliet

Job Description for Religious Education Office Secretary

Hours: 24 hours per week year round

Part-time Administrative Support for the DRE and all programs offered through the Religious Education Office.

Duties/Responsibilities include but are not limited to:

- Administrative support for the following programs: RE grades 1-5; Edge grades 6-8; Sacrament programs; Adult Faith Sharing; Scripture Study, Vacation Bible School, Safe Environment, Children's Liturgy of the Word
- Maintain RE Publications, i.e. Parent Handbook, Catechist Handbook, Calendar, Website
- Perform general secretarial duties supporting both the DRE and Associate including but not limited to typing, filing, copying and management of all office supplies as well as Student/Catechist textbook inventory.

Skill Requirements: self-starter and able to manage multiple priorities. Proficient in Windows Applications such as Word, Publisher, Power Point, and familiar with Parish Data Systems Formation Office (PDS). Excellent organization skills. Prefer Catholic in good standing.

Adapted from Notre Dame Schools, Iowa

Religious Education Secretary

Ten-month position. Part-Time: (average 20 hrs per week) - August 1 through June 1

Responsible to: Director of Religious Education (DRE)

Qualifications:

- Excellent telephone, keyboarding, and customer service skills
- Good attention to detail
- Ability to use a personal computer, knowledge in MS Word, Excel, Publisher, and database.
- Excellent communication and public relation skills

Responsibilities and Duties:

- 1) Process registrations
 - 2) Update and organize parish family lists
 - 3) Organize class schedules and roster
 - 4) Update all forms and perform all typing duties
 - 5) Answer phones
 - 6) Prepare catechist requests for weekly classes
 - 7) Organize videos and other resource information
 - 8) Verify Confirmation, Reconciliation and First Communion information
 - 9) Manage office on Wednesday evenings during RE classes
 - 10) Assist with selection and assembly of bulletin boards
 - 11) Prepare all mailings
 - 12) Assist in collection of tuition for religious education
 - 13) Keep front office and workroom clean and organized
 - 14) Assist DRE with other duties as assigned
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Adapted from Prince of Peace, Georgia

Position Title: Religious Education Administrative Assistant

Reporting to: Director of Religious Education

Status: part-time (28 hours weekly)

Working hours: Monday through Friday 9:00 am-3:00 pm. Some evening events, some flexible hours for special events

Position Summary: Serves as an administrative assistant to the religious education department supporting the Director of Religious Education and all coordinators including CRE (elementary), EDGE (middle school), Life Teen (high school), and RCIA (children).

Performs general administrative duties and provides support for all areas of religious education, in collaboration with the DRE, including but not limited to the following responsibilities:

- Develop and maintain a comprehensive calendar of all aspects of the religious education program with collaboration from the Director of Religious Education and Coordinators.
- Prepare materials and packets, handle copying and printing requests from catechists and other religious education staff members.
- Attend weekly religious education and monthly staff meetings.
- Assist with the setup of all religious education events and share the responsibility of attending the events to offer needed support.
- Send broadcast e-mails and mass mailings, as needed.
- Prepare and copy programs/sign-in sheets/flyers/informational booklets for special events including parent meetings, sacraments of initiation, and adult formation brochures.
- Design and produce the annual religious education handbook for parents.
- Process registration forms and enter data/payments into Parish Soft
- Enter and maintain accurate records in Parish Soft related to registration, attendance, safe environment, and sacramental preparation in accordance with Archdiocesan requirements
- Enter sacramental records in Parish Soft, and prepare notifications for Confirmation.
- Maintain and generate reports including catechist lists, door hangers, spreadsheets, and attendance records.

Adapted from Sacred Heart Parish, Tucson

POSITION: Ministry Administrative Assistant – full time

Reports to: Director of Religious Education (DRE) & Liturgist

The faith community of Sacred Heart Parish is a warm and prayerful family, deeply concerned with and about the spiritual and temporal welfare of its members. Our prayerfulness is nourished through our spirit filled liturgies and carried to others through the warm, friendliness of our parishioners.

The position of ministerial administrative assistant:

- Provides administrative and general office services primarily for the Director of Religious Education. . .
- Assists in the general services of the parish by taking responsibility for individual projects as assigned by the ministerial staff.

- Maintaining awareness and knowledge of parish activities in order to be able to communicate the information (events, meetings, programs, projects, retreats, schedules, etc.)
- Communicating information in response to inquiries.

Ministry of Service of the Ministerial Administrative Assistant:

The position performs a “ministry of service” in respect to the mission of the parish by:

- Treating all (public and co-workers) in a friendly and professional manner
- Holding all parish information in confidentiality.
- Being willing to be flexible in learning new tasks.
- Being dependable, reliable and responsible
- Collaborating, cooperating and participating in the activities of the parish.
- Covering the duties of the Parish Secretary when on leave and as needed.

Responsibilities:

The responsibilities of this position include (but are not limited to):

- Answering phones – answering inquiries and directing calls if needed.
- Making calls – recruiting volunteers, follow up on student inquiries, notification of meetings.
- Greeting, providing information, resolving problems for walk in customers.
- Maintaining and updating ministerial computer data and physical files for students, parent volunteers, teachers, and ministry volunteers.
- Inventorying, ordering and maintaining office supplies and equipment in the Office.
- Facilitate all Ministry and Religious Education Correspondence and large mailings.
- Photocopying and faxing as needed.

Specific Responsibilities

- Maintaining student files, labels, payment records and class lists.
- Coordinate all aspects of Religious Education registration – forms processing, receivables, invoicing, notices, mailings etc.
- Work with DRE to develop annual calendar and organize files.
- Coordinate annual event for volunteers

Required Knowledge and Skills:

- Working knowledge of multi-line phone system.
- Working knowledge of Windows and Microsoft Word.
- Working knowledge of Excel.
- Knowledge of Publishing Software.
- Working knowledge of general office equipment (copier, fax, etc.)