

Church of the Assumption, St. Richard and St. Peter Catholic Church	
Position Description Title: Ministry Assistant	Date: April 2024
Reports to: Parochial Vicar, Parish Administrator	FLSA Status: Non-Exempt/full-time with benefits
Direct reports: None	Schedule: 12 months, 5 days per week, 8 hrs./day), work hours 8:00 – 5:00pm
Provides work direction to: Volunteers	Resource person to: Cemetery Committee
Receives direction from: Pastor and Parochial Vicar, Parish Administrator	Required: Pass a standard background check and attend a VIRTUS training

POSITION PURPOSE:

The ministry assistant will support the liturgical and cemetery ministries of Assumption, St. Richard and St. Peter by performing administrative tasks, coordinating calendars, ensuring proper communication, and supporting ministry events and volunteers. This role requires someone who is passionate about the impact of ministry in the church, administratively gifted, and experienced in being an intuitive, proactive problem solver.

REPRESENTATIVE RESPONSIBILITIES:

1. Liturgy
 - a. Assists with liturgical celebrations
 - b. Assists with planning and preparation of liturgical environment.
 - c. Facilitates communication between the staff and volunteers in liturgy
 - d. Assists with the creation of worship aids in collaboration with Director of Music
 - e. Prepares weekly presider scripts / binders
 - f. Ensures that liturgy supplies are stocked, helps maintain expenses within budgets
 - g. Works with head of Facilities regarding the upkeep of furnishings, pews, carpet, font, lighting, etc.

2. Funerals
 - a. Assist Director of Pastoral Care with creation of worship aid.

3. Weddings
 - a. Communicates and enforces parish wedding policies
 - b. Assist Director of Administration and Accounting in coordination of wedding fees.
 - c. Assists with appropriate paperwork

4. Environment
 - a. Assist volunteers for environment for seasons and celebrations in the church, chapel and narthex
 - b. Support to parishioners who assist in caring for plants/flowers

5. Cemetery Operations

- a. Record keeping, updating spreadsheet and physical files and binders, follow up on individual accounts
- b. Showing/selling individual plots, both cremation and full body plots
- c. Ordering graves to be dug/contacting gravedigger(s) to open and close gravesite. Flag gravesites.
- d. Coordinate funeral liturgy with subsequent burial
- e. Work with office staff to register and coordinate payments for plots and grave digging
- f. Work with monument companies re: locating, staking
- g. Communicate with public as to cemetery brochures: rules, etc.

6. Administrative

- a. Aid in ministry scheduling and calendaring
- b. Assimilates Mass Intention information into Google Calendar
- c. Maintain groups, email lists, materials and communications
- d. Assist in organization and implementation of liturgical events.
- e. Supports parish liturgical policies and guidelines
- f. Assists with appropriate paperwork for liturgical celebrations

7. Professional

- a. Manage time to balance support between the needs of ministries
- b. Membership in professional organizations
- c. Participates in appropriate deanery and archdiocesan gatherings and organizations
- d. Remain updated regarding cemetery and liturgical norms

OTHER RESPONSIBILITIES:

Includes other additional responsibilities identified (as needed) by employee and approved and/or assigned by supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed and assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks may be outlined in supplemental documents. Job Responsibilities are meant to be Specific, Measurable, Attainable, Realistic and Timely.

QUALIFICATIONS

- 1+ years of ministry experience (preferred)
- Ability to work without supervision.
- Ability to work effectively with others.
- Bilingual communication skills (Spanish/English) both written and oral (preferred)
- Ability to follow directions
- Knowledge of liturgy, liturgical norms (preferred)
- Proficient in personal computer skills.
- Demonstrated skills in organizing time, paperwork and files.
- Demonstrated communication skills.
- Familiarity with MS Office, Google Suite to accomplish responsibilities.

MENTAL DEMANDS

- Ability to focus and prioritize.
- Excellent communications skills
- Able to organize leaders and volunteers
- Self-starter, learner, flexible and adaptable
- Maintain confidentiality, integrity and honesty
- Ability to maintain a positive attitude with parishioners and visitors.
- Ability to be flexible with co-workers.
- Ability to accomplish tasks within appropriate guidelines and time frames.
- Ability and desire to learn various techniques, equipment operation and computer software.

PHYSICAL DEMANDS

- Work 40 hours per week
- Able to climb stairs.
- Furniture set up and moving
- Ability to lift 25 lbs.

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 Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. This position does require that this employee be an active, participating Roman Catholic