



Position Description

Position Title:	Administrative Assistant, Formation and Outreach
Reports to:	Director of Formation and Outreach
Direct Reports:	None
Provides work direction to:	Volunteers, as necessary
Receives work direction from:	Pastor, Director of Formation and Outreach
Collaborates with:	Formation and Outreach ACC team members
FLSA:	Non Exempt
Date:	January, 2025
Schedule:	Part Time 11 months. Up to 20 hours per week, as needed. The nature of the work and the Church's schedule of activities requires scheduling flexibility, and the incumbent will work with the Director of Formation and Outreach to arrange a schedule that meets the needs of both the Parish and the individual.
Benefit Eligible:	No

PURPOSE OF THE POSITION: This position is to provide, and collaborate high quality, faithful parish life encounters for parishioners with the formation and outreach team throughout Parishes on the Prairie Area Catholic Community (ACC) in a manner that is guided by the ACC Play Book. To collaborate with the formation and outreach team to welcome and support families with an integrated approach to formation considering all parishioners and states of life for each participant, specifically supporting the growth of faith formation opportunities for the ACC. To use discretion and take great care to hold confidential information with confidence. Provide support to Pastor, Director of Formation and Outreach and collaborate with ACC staff teammates.

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 (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, 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.

- B. 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.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.
- G. Stewardship way of life. Practice and advocate the definition, the 4 pillars and the 3 T's of stewardship.

2) **ADMINISTRATIVE DUTIES (*).** Work collaboratively with the Director of Formation and Outreach to assist in moving forward the vision and strategic direction for the ACC. Responsible for supporting and promoting a welcoming and dynamic faith formation team filled with zeal for Christ to evangelize youth, volunteers and adults in planning and execution of administrative details including but not limited to:

- A. Assist with creating and assembly of registration materials for students, parents and catechists for annual program, as well as events including retreats, VBS etc.
- B. Make copies, as requested.
- C. Assist Coordinators and Director to help ready their programs.
- D. Maintain inventory of supplies and re-supply office supplies, program supplies, food and beverages for events.
- E. Assist with mailings, filing, and storage of files for Formation and Outreach.
- F. Contact families as needed for department follow up.
- G. Coordinate teen recognition, preparing birthday cards, pictures etc. for recognition.
- H. Responsible for updating and changing the marque sign.
- I. Coordinate annual updates of family directory.
- J. Assist with VBS as directed.
- K. Assist with keeping a tidy, clean and neat office and gathering space in Centre for Christ.
- L. Provide administrative support to Director of Formation and Outreach as directed.
- M. Coordinate accurate, and timely collection of program fees and provide deposit detail to the ACC bookkeeper along with detailed logs.
- N. Complete check requests as needed for expenses of the program to bookkeeper for weekly processing of payables.
- O. Communications: work collaboratively with ACC Formation and Outreach team to communicate as a team, as well as provide effective communication to families participating in the Sauk Centre program as well as communications to the greater ACC community for shared opportunities to participate in activities.
- P. Work with ACC Safe Environment coordinator to update records for volunteers related to Diocesan Safe Environment standards, ensuring compliance of all volunteers.
- Q. Attend Formation and Outreach team meetings, and ACC staff meetings and staff development as directed.
- R. Assist with keeping the ACC calendar up to date regarding all activities, programs and events.
- S. Collaborate with appropriate staff regarding communications including bulletin, pulpit announcements, stewardship newsletter, web updates, social media updates etc. to ensure accuracy and collective communications efforts.
- T. Assist Director of Formation and Outreach in creating, and planning for annual budget process

- and spending within the budget each year.
- U. Coordinate accurate, and timely collection of program/activity fees and provide deposit detail to the ACC bookkeeper along with detailed logs.
- V. Complete check requests as needed for expenses of the program and submit to Supervisor weekly for approval; and subsequent processing by bookkeeper of payables and credit/debit card expense forms.
- W. Collaborate with ACC team, in recruiting youth mass and liturgical servers. Providing for the opportunity for parishioners of the ACC to volunteer in multiple parish locations.

3) OTHER RESPONSIBILITIES:

- A. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- B. 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.
- C. 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.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the Diocese as requested. Maintain active membership in church business administration and other appropriate ministry and professional associations.
- F. 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: Administrative Assistant, Faith Formation

DATE: January, 2025

Qualifications:

- Practicing Catholic, Required.
- Previous administrative support experience preferred.
- Demonstrated understanding of Catholic doctrine.
- Good interpersonal and communication skills.
- Must have the ability to plan, organize, and meet deadlines.
- Ability to work in a fast-paced environment.
- Ability to 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.

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.