



Archdiocese of Regina

PARISH VOLUNTEER ADMINISTRATIVE ASSISTANT

Overview

Under the direction of the Pastor, the administrative performs the office duties required in the parish. The assistant's role is to provide office/secretarial assistance to the pastor, the pastoral assistant. This ministry may also provide relief to the paid office staff.

Activities/Responsibilities

- Provides reception duties for the parish such as answering the telephone, e-mails, receiving and distributing messages.
- Provide a friendly reception to people entering the office.
- Create the weekly/biweekly/monthly bulletin.
- Distributes information regarding parish events or archdiocesan events to the appropriate people as well as posting information for the parishioners as a whole.
- May be responsible for maintaining the financial and the religious directories of the parish.
- Ensures that bills and expenditures are paid in a timely fashion.
- Handle mail appropriately.
- May record and distribute minutes of the parish council meetings.
- Observes discretion in the confidential matters arising from the Parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other Specifics:

Skills, Experience, and Qualifications

- Registered in the parish and striving to live in accordance with the teachings of the Catholic Church.
- In good standing with the Pastor and the parish community.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others.
- Possess good organizational skills.
- Computer skills.
- Has a general knowledge of the ministries and services provided by the Parish.
- Skills in accounting and/or finance would be an asset.

Personal Traits and Qualities

(The following description should be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy, enthusiastic and able to motivate others.
- Has a spirit of generosity.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to details.
- Is open and sensitive to people.

Orientation and Training

- Standard parish orientation program and other training as provided.
- Training programs as offered by the Archdiocese or other applicable programs.

Participant Group

- Members of the Parish community and surrounding community.
- Representatives of the Archdiocese of Regina.

Support, Supervision, and Evaluation

- The pastor is the first level of support, supervision and evaluation.

Length of Ministry

- ____ year term.

Benefits and Working Conditions

- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of ____ hours per week or ____ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

If this is a High Security Position the following is required:

- Completion of a Volunteer Information Form.
- An interview and personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Volunteer

**Administrative Assistant currently practiced at _____
Parish. (Parish Name)**

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina

Section Four
Intentional Blank Page