RECEPTIONIST

Position Title: **Receptionist**

Salary Range:

Work Schedule: **Monday thru Friday from 8:00 a.m. to 4:30 p.m.**

Status: **Non-exempt**

Basic Objectives: **To assist the Pastor and the Business Manager in their direction of the parish**

Reports to: **Pastor and Business Manager**

Major Duties and Responsibilities:

1. Open and close office.
2. Answer multi-line telephones, transfer calls, handle inquiries and take messages.
3. Answer doors, greet, assist and direct people.
4. Miscellaneous typing with a good working knowledge of Microsoft Office.
5. Schedule Mass Intentions.
6. Maintain Memorial Mass Holding Records.
7. Assist with Christian Service requests.
8. Check hospitals for new admissions and deletions and keep current list.
9. Schedule and maintain shut-in list.
10. Assist in special event bulk mailings and mail.
11. Schedule bulletin stuffers.
12. Weekly bulletin distribution.
13. Prepare Prayer of Faithful each Friday for weekend Masses.
14. Acknowledge family donations made to St. John Building Fund by friends in memory of deceased persons.
15. Prepare monthly Church Calendars.
16. Prepare monthly Anniversary Masses Calendar.
17. Prepare monthly Word & Communion Schedule.
18. Prepare monthly Weekly Mass Calendar.
19. Keep a list of any phoned in R.S.V.P. to parish functions and distribute accordingly.
20. Maintain and schedule the First Friday Memorial in Bulletin yearly.
21. Sale Scrip and balance records.
22. Keep track of Petty Cash.
23. Sale tickets and keep records and money during sales.
24. Handle lost and found that is turned into the office.
25. Mail weekly bulletins to those who request them.
26. Take Ice Orders.