# PARISH: **Tacoma Catholic Parishes of**  TITLE: **Administrative Assistant for**

# **Saint Patrick - Holy Cross - Saint Rita  Stewardship / VIRTUS and**

#  **Sacramental Records Level II**

# NAME: REPORTS TO:

DATE: GRADE:

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**The following list of major duties and responsibilities does not necessarily represent any one job. It is the compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Administrative Assistant for Stewardship.* It is not an expectation that any one person necessarily fulfills all of these job duties. It is also recognized that there may be elements of a job which are not included in these checklist. Parishes are encouraged to create individual job descriptions, using these checklists as a normative guideline in this effort.**

 **I. POSITION PURPOSE**

Provides administrative assistance to the Pastoral Assistant for Stewardship and the Finance and Stewardship Council on parish stewardship programs and activities.

## II. MAJOR DUTIES AND RESPONSIBILITIES

1. Primary responsibilitiesinclude administrative support, data processing, and documentation for the following parish Stewardship programs and activities:
	* 1. Annual Catholic Appeal
		2. Stewardship of Time-Talent-Treasure
			1. Integrated 3 parish Stewardship planning
			2. Help create overall Stewardship calendar for all 3 parishes, including all ministry groups and programs.
		3. Planned Giving Events
		4. Called to Serve as Christ Campaign
	1. Provide assistance to The Finance and Stewardship Council - attend monthly meetings; provide data requested for council meetings and projects.
	2. Oversee PDS database management for all 3 parishes (except for weekly financial contributions (bookkeeper responsibility) and Facilities Manager (Receptionist responsibility)
	3. Develop and implement comprehensive and consolidated donor database from existing donor databases.
	4. Coordinate and de-conflict all major stewardship events among three parishes and school events.
	5. Help create and implement parish policy for resolving various fund-raising requests.
	6. Prepare correspondence (letters/emails) and promotional materials for all Stewardship related programs and events.
	7. Serve as “project manager” responsible for specifically designated Stewardship events or projects.
	8. “Other duties as assigned” related to stewardship.

## III. SECONDARY FUNCTIONS

1. Maintain all Sacramental Records (Baptism, 1st Communion, Confirmation, Marriage and Funerals). Prepare certificates for all sacraments and process requests for parishioners needing copies and / or certificates of the sacraments.
2. Provide administrative support, and take measures to ensure all parish volunteers and staff are in compliance with Archdiocesan VIRTUS requirements. Maintains files and records and helps coordinate and attend training sessions hosted by Saint Patrick, Holy Cross or Saint Rita
3. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_