

Job Title: Saturday Receptionist and Youth Ministry Administrative Assistant

Location: St. Patrick Church, Columbus

Status: Part time

FLSA Code: Hourly

Responsible to: Pastor, Friar Director of Youth Ministry, Business Manager

I. POSITION SUMMARY

This position combines two roles within the parish: that of a Saturday Receptionist in the parish office and of the Youth Ministry Administrative Assistant. Where needed, the distinct requirements for each role are delineated.

The Saturday Receptionist / Youth Ministry Administrative Assistant aids the Pastor and the Friar Director of Youth Ministry in carrying out the core mission of St. Patrick Parish:

As St. Dominic brought his friars together to encounter Christ in prayer, study, and community, and then to hand on the fruits of this encounter to others through preaching, St. Patrick parish welcomes Catholics from far and near to a community centered on Christ, who takes away our sins, equips us to be his disciples, and feeds us with his Body and Blood, so that we can hand on what we have received to a world hungry for his truth given in love.

A. Youth Ministry Administrative Assistant

The Youth Ministry Administrative Assistant aids the Friar Director of Youth Ministry in carrying out the core mission of St. Patrick Parish listed above regarding our adolescent parishioners.

The Youth Ministry Administrative Assistant has two chief areas of responsibility:

1. High school youth ministry
2. Junior high youth ministry

In assisting the Friar Director of Youth Ministry, the Youth Ministry Administrative Assistant serves as an integral part of a team. The Youth Ministry Administrative Assistant:

1. reports to the Pastor, who provides overall guidance;
2. works under the guidance of and reports directly to the Friar Director of Youth Ministry;
3. reports to the Business Manager in tracking the youth ministry budget, and also in regard to compliance with diocesan and parish policies and procedures;
4. facilitates communication with and involvement of the parents of our youth, supporting them as the primary educators of their children in the faith;
5. works in harmony with the charism of the Dominican Order and the culture and traditions of St. Patrick Parish.

B. Saturday Receptionist

The Saturday Receptionist assists the Pastor by carrying out the core mission of St. Patrick Parish listed above for all parishioners and visitors.

The chief area of responsibility for the Saturday Receptionist is being the primary point of contact for the parish during office hours on Saturday.

The Saturday Receptionist also serves as an integral part of a team, assisting the Pastor and other parish staff in keeping up operation of the parish and communicating with parishioners while in the office on Saturdays.

This job description reflects the pastor's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures, and guidelines outlined in the Diocesan and Parish policy and procedures manuals.

II. VISION AND GOALS

When our high school and junior high youth ministry programs are at their best, we can expect that, in accord with *Renewing the Vision*, the USCCB document on youth ministry, and in harmony with the Dominican motto *Contemplare, et contemplata aliis tradere* (To contemplate, and hand on to others the fruits of contemplation), our young people:

1. will experience the life-changing power of a relationship with Jesus Christ and his Church;
2. will come to know Christ's love in the liturgy, sacraments, and rich spiritual traditions of the Church, and to know his saving truth in Sacred Scripture and the teaching of the Church and the saints, and so develop their minds and hearts;
3. will be equipped and empowered to live as disciples of Jesus Christ in our world today, learning the art of Catholic living in their families, in their parish, and beyond their parish;
4. will be encouraged to follow Christ in whatever vocational path he guides them.

III. ESSENTIAL RESPONSIBILITIES

A. Youth Ministry Administrative Assistant

Ministry Support:

1. Help to coordinate and provide logistical support, as needed, for youth ministry offsite activities such as retreats, the annual March for Life trip, service projects, vocation road trips, and recreational outings, including:
 - Transportation
 - Accommodations
 - Chaperones and volunteers
 - Permission and release forms
2. Assist the Friar Director of Youth Ministry, youth, parents, youth ministry core team, parish staff, and other friars in assessing the existing youth ministry programs and in planning future youth ministry programming.

Communication and Publicity:

1. Assist the Friar Director of Youth Ministry, as needed, in maintaining the youth ministry website, social media, and promotional materials.
2. Communicate and coordinate with parish staff regarding schedules and youth ministry events, especially regarding announcements for the parish website and bulletin, as well as the reservation, setup, and cleanup of parish facilities.
3. Help to maintain up-to-date email lists and contact info for all families
4. Assist in using online services such as Flocknote and Google Docs to communicate with families, both to share and gather information.

Administrative:

1. Work closely with the parish Safe Environment Coordinator on all Parish and Diocesan compliance matters. Maintain a good understanding of, and place high priority on, compliance with Diocesan and Parish safe environment guidelines. Enforcement is essential for all activities both on and off campus.
2. Maintain confidentiality about parish business and pastoral issues, staff, parishioners, and participants in programs.
3. Utilize parish-provided resources in performance of duties, including Office 365 suite of programs, parish-assigned email address, office equipment and supplies, parish-issued credit card, and other tools as may be made available. Use of a personal cell phone is not reimbursable.
4. Maintain neat and safe work areas.
5. Comply with federal, state, and local safety laws.
6. Perform other duties as assigned.

Fiscal:

1. Assist in accounting for all youth ministry income and expenses, especially in relation to the monthly budget.

B. Saturday Receptionist

The Saturday Receptionist is the primary point of contact in the parish office during Saturday office hours, from 9 am until 2 pm. Activity will include:

1. Answering phone calls, distributing mail, responding to emails, greeting visitors.
2. Update weekend signage (collections, events, Appeal, etc.).
3. Monitor security cameras, doors, and entry to building. Monitor building visitors/safety protocols.
4. Other light administrative tasks as assigned.

IV. POSITION REQUIREMENTS

1. Be an active, committed, faith-filled Roman Catholic.
2. Possess strong interpersonal, organizational, and administrative skills.
3. Hold a bachelor's degree from an accredited institution of higher learning, with some coursework in Catholic theology and/or catechetics, or be working toward such credentials.
4. Possess a solid understanding of the Catholic Faith, adhere to all the teachings of the magisterium of the Catholic Church, and be able to share the same.
5. Have a love for evangelizing youth.
6. Be in compliance with BCI&I background checks and completion of the Protecting God's Children program.

V. BASIC SKILL AND PHYSICAL STRENGTH REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job-related Skills: See section IV above.

Language Skills: Must be fluent in English. Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, lesson plans, and memos.

Mathematical Skills: Ability to add, subtract, multiply, and divide.

Hours and Compensation

- Approximately 12 – 15 hours per week, part-time, not eligible for benefits.
- The Saturday receptionist position involves alternate Saturdays, 9 am – 2 pm.
- The Youth Ministry Administrative Assistant position requires on-site presence on Tuesday evenings and on some Thursday evenings; office time and “work from home” as necessary.
- Salary is commensurate with experience and skills.

To apply

Submit your cover letter, resume and three letters of reference to Frank Hartge, Business Manager, at: businessmanager@stpatrikcolumbus.org

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line here http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact Anne Streitenberger, Human Resources Director at 614-228-0024 or amstreitenberger@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

Physical

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
 - √ Stairs
 - Ladders
 - Scaffoldings
 - √ Ramps
 - Poles
 - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

Coordination

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- Driving

Mental

- √ Concentration
- √ Memory
- √ Creativity
- √ Concentration
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Alertness
- √ Precision

Interpersonal

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

Perception

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude