



## Position Description

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| <b>Position Title:</b>          | Parish Coordinator   |
| <b>Reports to:</b>              | Parish Priest – Wendouree Parish   |
| <b>Purpose of Role:</b>         | The Parish Coordinator provides administrative support to the Parish Priest. |
| <b>Full time/part time:</b>     | Part-Time 10 hours (Wednesday, Thursday & Friday)                            |
| <b>Position Classification:</b> |  |
| <b>Principle Location:</b>      | Wendouree Parish Office  |

### Job Description

The Parish Coordinator performs general administrative duties on behalf of the parish and actively supports the Parish Priest.

### Tasks and Role Description

#### Communication and correspondence:

- Prepare and distribute weekly bulletins
- Prepare Mass Power Points
- Set up welcome sheets & readings and reflections, prayers of the faithful
- Register Copyright of music on One License
- Liaise with and coordinate the engagement with Syro-Malabar representatives

#### Administration and maintenance of parish registers and sacramental activities:

- Complete sacramental registers.
- Prepare sacramental certificates
- Label all sacramental resources

#### General administrative functions

- Order and receive church supplies
- Collect mail and distribute accordingly
- Organise completion of compliance and building maintenance issues
- Maintain tidiness of churches and facilities
- Setup for Weekday and Weekend Masses
- Preparation of monthly morning teas
- Complete and distribute liturgy rosters
- Print out and distribute children's liturgy worksheets and attendance records
- Maintain WWCC, Police Check registers and aged care records

### Other activities

- Maintain a safe and welcoming workplace.
- Comply with relevant occupational health and safety procedures.
- Liaise with and refer all financial matters to the central zone financial accountant
- Other, non-listed, activities that form the normal operation of the Parish office.

### **Key skills and experience**

- An understanding of and commitment to the mission and values of the Catholic Church.
- Excellent written and verbal skills.
- Interpersonal and communication skills as well as ability to maintain confidentiality.
- Organisational and administrative skills including an ability to prioritise tasks and meet deadlines.
- Confidence with Microsoft Office as required for correspondence and reports.

### **Documents required.**

Prior to commencing work, all new staff are required to present copies of the following documents, indicating currency.

- National Police Check,
- Working with Children Check and
- Current Victorian Driver's License.

### **Acceptance:**

*\*Please sign the Position Description, indicating your acceptance of this role as described and return with other employment documents*

Name: \_\_\_\_\_

Date: \_\_\_\_\_