

STAFF ASSISTANT

Purpose: To be responsible to and provide administrative assistance and clerical support to the Rector and Associate Rector for Worship and Pastoral Care.

This person must be able to meet the public with diplomacy and sensitivity and maintain utmost confidentiality of all information received and/or discussed with the clergy.

Reports to: Parish Administrator

Annual Review: Rector and Parish Administrator

Paid Position? _____ **Full time** _____ **Part time** or _____ **Ministry**

Specific Responsibilities of this Position include:

- **Support for Rector and Associate Rector:** assist with correspondence and calendaring and meet with Rector and Associate Rector as necessary to review schedule; provide assistance and clerical support as requested
- **Worship Services:** prepare Sunday bulletins, including announcements and special bulletins for printing; update and distribute sign in sheets of participants for Sunday and special services; coordinate the quarterly scheduling of worship service participants (Lay Eucharistic Visitors, Lectors, Acolytes, Ushers, Vergers, Oblationers, Greeters if no one else does) and process the mailing; prepare and mail weekly participants list for callers; print lessons and prayers of the people for each service and post in appropriate places.
- **Worship Committee:** Serve as staff liaison for Worship Committee, schedule committee meetings and notify members, take minutes and distribute.
- **Altar Guild:** Prepare altar guild roster and schedules and handle communications

Duties performed by "Staff Assistant"

Daily:

- Respond to emails and voicemails.
- Assist clergy and office staff as available.

Weekly:

- Bulletins for all services
- Prayers of the People (for the bulletin)
- Worship Schedules:
 - Create schedules for Acolytes (if no one else does).
 - Edit schedules for Chalice Administrators, Lectors, Oblationers to coordinate with schedules for Acolytes, Ushers, Vergers.
 - Distribute schedules (those listed above plus Eucharistic Visitors, Altar & Chapel Guilds) by e-mail & mail.
 - Keep current schedules in Binder for quick reference and to record changes quickly while on the phone.
 - Inform Lay Ministries Coordinator of any attrition.
- Administrative assistance for Committee Head, Ministry Chairs, and Sacristan.

- Budget.
- Administrative assistance for the Clergy:
- Correspondence (email or mail as requested)
- Copying and collating
- Purchasing
- Proof-reading
- Create/ update attendance lists for Bible Studies
- Other duties as assigned