

PRINCE OF PEACE PARISH of LINWOOD
Job Description

TITLE: Office Professional

Date: August 2026

SUPERVISOR: Business Manager

STATUS: Part-Time, Non-Exempt, Hourly (24 hours per week)

GENERAL DESCRIPTION

This position is essential to the successful delivery of information and services to the membership of the parish and all who seek the service of the Church. This position is often the first point of contact for parishioners and visitors. As such, it contributes to the public perception of the parish.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet and welcome parishioners and visitors.
- Answer phone and door, relay messages, sort mail as required
- Maintain parish census information (PDS files, and Globafire for Diocese).
- Maintain envelope mailing list
- Work with Counting Teams when necessary
- Weekly balance and post contribution envelopes on PDS
- Track office supplies and request an order as necessary
- Prepare the churches for the weekend liturgies
- Using the Diocesan website, help with Parish bulletin as needed
- Using Ministry Scheduler Pro, create bi-monthly Liturgical Ministry Schedules
- Take requests for help from the Food Pantry. Determine eligibility
- Understand the content of Sacramental Records, research requests for copies of certificates, record Sacraments in the Sacramental records
- Work closely with pastor on his schedule
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Business Manager
- Maintain professional relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education: High school graduate who has knowledge of the Catholic faith.

Experience: A minimum of two years prior office professional experience is preferred.

Job Related Skills: Must have secretarial skills; organizational skills, computer skills; experience with Microsoft Word, Excel, and Publisher. Must possess proper grammar, spelling and the ability to interrelate professionally and cordially with people.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired employees with the first 30 days of hire.
- Successful completion of a criminal background check, pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred, or an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic church and has a sound working knowledge of the Catholic faith and church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____