**POSITION DESCRIPTION**

**Position Title:** Parish Coordinator

**Location:** St Paul’s Coburg and St Oliver Plunkett’s Pascoe Vale Parish

**Employment Status:** Permanent Part time | 16 hours across 3 days per week

**Reports to:** Parish Priest

**POSITION PURPOSE**

The purpose of the Parish Coordinator is to oversee the effective and accurate management of records and administrative services provided to the Parish.

St Paul’s Coburg and St Oliver’s Pascoe Vale Parish is a strong, welcoming and hospitable community of faith, reaching out to build and strengthen relationships with God and each other.

The mission of the Parish is to continue the mission of Jesus, with the values of peace, forgiveness, justice, love and healing, which Christ lived and modelled and are also the values of our Parish community.

This is a key governance and support role both to all internal employees and Parishioners as required.

**KEY ACCOUNTABILITIES**

**First point of contact**

* Reception – welcoming all on site visitors and assisting or directing them to where they need to be
* Answering incoming telephone calls and either addressing queries where possible or directing the caller to the appropriate person who can help them
* Monitoring voice mail boxes and email inbox to ensure that queries are responded to in a timely fashion
* Manage building security, for example visitors access passes when required
* Ensuring all office equipment is in good working order and if necessary, coordinating services and repairs
* Ordering, accepting delivery and maintaining records of goods and services (provisions such as tea/coffee/stationery)
* Building Maintenance queries
* Managing the Hall and Parish Centre hiring bookings

**Secretarial/Administration Assistance**

* Managing the distribution of mail to the relevant recipients
* Preparing Bulletins for Sunday Mass
* The creation and distribution of correspondence as required by the Parish Priest
* Managing the diary and setting appointments on behalf of the Parish Priest
* Arranging rosters in collaboration with the Parish Priest for weekend masses, calling on Associate Priests and Supply Priests
* Issuing and managing stock levels
* Assisting the Secretary & Parish Bookkeeper in counting and banking monies received
* Cross Checking and agreeing on the accuracy of the records once the monies are counted

**Records Management**

* Updating and maintaining digital and hard copy key Parish Records such as (but not limited to):
	+ Baptism
	+ Marriage
	+ Deaths
	+ First Communion
	+ Confirmation
	+ Volunteer Data Base
	+ Compliance – Working with Children and Safety Standards for all employees and volunteers
	+ Remembrance book
	+ Copyright recording music licenses

**Liaison with other groups and organisations both within and external to the Parish**

* Prepare documentation in consultation with the Parish Finance Committee, Pastoral Leadership Team and other bodies as directed by the Parish Priest
* Liaising with the Parish Advisory Council & Volunteers to provide a bi annual Volunteer List (Counters, Readers, Sacristans)
* Building positive and collaborative working relationships with Catholic Archdiocese of Melbourne support services (for example Human Resources, Finance and Safeguarding Officers)

**Other tasks as directed by the Parish Priest**

**SKILLS FOR SUCCESS**

* A confident working knowledge of all Microsoft Office products such as Word, Excel, Outlook email and Outlook Calendar
* Values driven and well-motivated to work for the Church
* Ideally possess a strong commitment to its practices and values.
* Recognise and respect the pastoral aspect of this position.
* An understanding of liturgy/sacraments would be highly advantageous

**PERSONAL ATTRIBUTES**

* A welcoming “Can do” attitude
* A commitment to maintaining accurate and comprehensive records of Parish activities
* Professional personal delivery and appearance
* Ability to see when something needs to be done and proactively address the area of concern
* An enjoyment of continuous improvement – always looking for better ways of doing things
* A strong sense of pride around efficiency and quality (accuracy) of delivery
* The ability to build positive and collaborative relationships with other employees
* Openly seeks feedback on own performance with a willingness for personal development
* A strong focus on ensuring all employees at HTC work in a Healthy Safe environment both physically and psychologically
* A high level of integrity, honesty and confidentiality
* Familiarity with the Software Package, “PACEM”.

**OTHER REQUIREMENTS**

* Working with Children Check
* Police Check
* Current Drivers License

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Parish Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**