

# St. Mark & St. Peter Catholic Churches

JOB OVERVIEW			
<b>JOB TITLE</b>	<b>Administrative Assistant</b>		
<b>ALTERNATIVE JOB TITLE</b>	SPARK Ministries Assistant		
<b>JOB LOCATION</b>	St. Mark & St. Peter Catholic Churches		
<b>GENERAL JOB DESCRIPTION</b>	The Ministry Assistant is responsible for providing support and assistance to the DRE in all aspects of the Religious & Youth Ministry programs. Their main duties consist of maintaining records and provide training for Called to Protect, as well as maintaining current and accurate ministry records along with other duties deemed necessary by the DRE.		
<b>DEPARTMENT</b>	Religious Education / Youth Ministry	<b>REPORTS TO:</b>	PASTOR & Director of R.E. & Youth Ministry
POSITION DETAILS			

FULL-TIME

PART-TIME

15 HOURS PER WEEK (max)

CONTRACTOR

INTERN

EXEMPT

NONEXEMPT

## ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- **Maintain current computer database of family registration, children and youth in the ministry program.**
- **Maintain Office Records**
  - Attendance Records
  - Sacramental Records
  - Process payments for program fees and events
- **Responsible for the organization of the Called to Protect Safe Environment Program**
  - Request background checks for volunteers
  - Provide trainings
  - Maintain records
- **Help prepare and set up materials for RE/YM events**
  - Mailings, emails and social media posts including event reminder, labels, etc.
  - Sacramental practices and celebrations, parent meetings, catechist meetings, etc.
  - Supply shopping and material gathering for events
  - Event Prep, setup, clean up, etc.

