

# **OUR LADY OF GOOD COUNSEL CATHOLIC CHURCH**

## **ADMINISTRATIVE SUPPORT FOR FAITH FORMATION AND SACRAMENTAL PREPARATION**

Our Lady of Good Counsel Catholic Church (OLGC) is a large parish, located in Plymouth, MI, committed to the New Evangelization. Our vision is “To offer every person in our community a life-changing encounter with Jesus.” The position is full-time and reports to the Director of Discipleship Formation.

### **Responsibilities**

#### **OFFICE**

- Greet all visitors to office and handle phone calls
- Accounts Payable & Receivable: Make weekly deposit / Issue check requests/reimbursements, oversees petty cash
- Collect past due fees / payment plan fees / sacramental retreat fees
- Meet with Faith Formation and Sacramental Prep teams weekly
- Participate in staff team meetings/formation
- Maintain department databases
- Administrative support to Discipleship Formation and Family Ministries Teams
- Help to coordinate and attend VBS
- Oversee and maintain safe environment requirements for FF and SP staff and volunteers
- Schedule rooms and set up for programs, as needed
- Assist in organizing all mailings and correspondence
- Deliver bulk mail to the post office
- Oversee maintenance of office equipment/supplies
- Update Google Calendar
- Keep current in computer skills, i.e. Parish Soft
- Create on-line sign-up forms
- Order supplies, Bibles, books, supplemental materials, gifts., etc.
- Coordinate delivery of Children’s Worship Bulletins to church

#### **FF PROGRAMS (Child and Adult)**

- Process registrations for FF programs
- Develop room assignments and class lists for programs
- Maintain and track attendance after programming
- Deliver books and supply bins to faith formation rooms
- Oversee supply cabinet supplies
- Assist in finding substitute catechists

- Schedule volunteers
- Assist with preparation for catechist/volunteers' meetings and socials
- Create name badges, orders & delivers supplies, creates rosters & attendance sheets for programming

**SACRAMENTS (Baptism, First Reconciliation, First Eucharist, Confirmation, Matrimony)**

- Sacramental Scheduling - Mass & pew assignments
- Support rehearsal coordinating
- Attend practices as needed
- Provide administrative support and is present at retreats as needed
- Create sacramental certificates
- Coordinate Communion Offertory Families
- Order supplies & assist with materials preparation
- Sacramental record keeping (liaison with other parishes)
- Follow up with families missing sacramental information

**Required Skills & Experience**

- Minimum three years' office/clerical experience
- Proficient written and oral communication skills
- Comfortable referencing and sharing the kerygma message
- Proven administrative capacity to manage many projects and tasks simultaneously
- Demonstrated ability to earn and maintain trust regarding confidential and sensitive information
- High level of proficiency with Microsoft Office and database management

**Critical Qualities**

- Strong personal relationship with Jesus Christ and a deep love for His Church
- Passionate about helping people grow as intentional disciples of Jesus
- Comfortable referencing and sharing aspects of the Catholic faith
- Self-starter with a strong attention to detail
- Professional demeanor, humble, joyful, authentic, servant leader, dependable
- Thrives in team environments
- Works toward developing best practices, constantly driving towards better outcomes
- Effective planner, implementer and problem solver

**Details:**

- The DF Administrative Support position:
  - Based in Plymouth, MI
  - 30-40 hours per week with a competitive salary and benefits
  - Requires some evenings and weekend hours
  - Some flexibility in weekly scheduling

