

# Front Office Receptionist

St Thomas More Parish

## Office Duties

Greet and receive visitors  
Answer the telephone; receive and relay messages as necessary  
Maintain greetings on telephone system  
Schedule meetings & events  
Maintain and publish parish calendar  
Prepare letters, memos, email & faxes and distribute as necessary  
Make copies & keep copy & supply room stocked  
Create signs and notices as necessary

## Sacramental & Records Duties

Handle and prepare requests for records  
Maintain and enter data in Sacramental registries  
Enter registry data into online database  
Ensure all forms are filled out prior to sacraments  
Fill out certificates for sacraments  
Plan & coordinate arrangements for sacraments including baptisms, wedding, funerals, etc  
Prepare Sacristy for Sunday Masses

## Job Expectations

- Be Confidential at all times
- Have a working knowledge of Word, Excel, PowerPoint & Publisher
- Be able to learn other software such as PDS & Sycamore in a timely fashion
- Work with other staff members in a positive way
- Report to the Business Manager for duties as necessary
- Interact with parishioners with a service heart
- Be prepared to take on other duties as needed