

8.5.2 Job Responsibilities

The following Job Responsibility lists include Parish Secretary, Parish Administrator, Music Director, and Sexton. These lists were compiled from a recent survey of lay employment practices in the Diocese. The lists include all of the job responsibilities reported by parishes and missions for each of the positions. The lists should be used as an aid to complete the Job Responsibilities section of the Job Description. Choose only those specific responsibilities which apply in your parish or mission, and add any that are needed but not listed. Be sure to utilize the key word noted in preparing the statement of responsibility.

JOB RESPONSIBILITIES

Parish Secretary

Key Words: **Prepares Documents** **Purchases Supplies**
 Maintains Records **Schedules Appointments**
 Operates Office Machines **Represents Parish**
 Participates at Meetings **Coordinates Volunteers**

Examples: **Prepares** publications, church bulletins, newsletters, correspondence, and reports.
 Maintains parochial records, inventories, bulletin boards, mailing lists, etc.
 Operates and maintains office machines.
 Coordinates office volunteers.
 Purchases office and sacristy supplies.
 Schedules appointments for Rector as requested and schedules building use by congregation and others.
 Participates in staff meetings as requested.
 Represents the parish to telephone callers or visitors.

Parish Administrator

Key Words: **Accounting** **Supervise** **Handles cash**
 Prepares **Pays** **Maintains**

Examples: **Maintains** contribution records and prepares regular required reports.
 Maintains accounts for all special funds.
 Pays all bills, and is authorized to prepare and sign checks.
 Prepares and **distributes** payroll.
 Handles cash and checks, **makes** bank deposits, **maintains** a petty cash fund.
 May **supervise** or **direct** other employees in the absence of the rector.

8.5.4 Pre-employment and Employment References

Pre-Employment

1. Advertisements and interview questions need to be sensitive to state and federal legislation prohibiting discrimination based on sex (gender), race, creed, marital status, age, etc. For further information on this subject, contact the BUREAU OF LABOR, CIVIL RIGHTS DIVISION, State Office Building, 4th Floor, Portland 97201 (503/229-5900).
2. Federal regulations may require proof of U.S. citizenship or employability within the United States. For more information, contact the IMMIGRATION AND NATURALIZATION SERVICE, 511 SW Broadway, Portland 97209 (1-800-777-7700).
3. For sample wording for job announcements, and how to advertise, contact your local newspaper, college, or State Employment Office.

Employment Practices

1. The Fair Labor Standards Act and pertinent state legislation require that most positions be paid at minimum wage, and that time worked in excess of 40 hours per week be compensated at 1½ times base salary. All work hours must be recorded, and retained for a minimum of two years under these regulations. Contact the BUREAU OF LABOR AND INDUSTRIES, WAGE AND HOUR DIVISION, 1400 SW 5th Avenue, Room 306, Portland 97201 (503/229-5841) for further employer information.
2. Unemployment insurance may be required for lay employees. For information and forms, contact the EMPLOYMENT DIVISION, 875 Union St. NE, Salem 97311 (503/378-8420).
3. Workers compensation or other arrangements for treatment, or pay of injured workers may also be required by law. Contact the WORKER'S COMPENSATION DIVISION, Labor and Industries Bldg, Salem 97310 (378-3304) for further information.

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In general, helpful assistance in hiring practices, employment benefits, performance review, and discharge of employees can usually be obtained from local school districts, municipal, county, or state employment offices, and some corporate personnel departments.

A note on Volunteers. If you have a position which is less than full time or one that you have a problem funding at minimum wage, consideration may be given to filling it with a volunteer. Under existing law, a volunteer may deduct certain costs from his or her income taxes (example: transportation expense) or you may be able to reimburse such a person for reasonable expenses. For further guidance in this area, contact the local office of the INTERNAL REVENUE SERVICE, or the STATE REVENUE DEPARTMENT