

8.4.2 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.

Music Director

Key Words: **Administers** **Rehearses**
 Selects music **Coaches**

Examples: **Administers** music program; purchases music and supplies; recruits choir members.
 Selects music for Sunday worship, and special events.
 Maintains an appropriate, and adequate music library.
 Rehearses with choir, and musical instruments.
 Coaches the congregation in the music of the liturgy.

Sexton

Key Words: **Cleans Maintains** **Repairs**
 Security

Examples: **Cleans** outside of church buildings, maintains outside flowers, shrubs, picks up litter, mows lawn, rakes, keeps walkways, and driveways clean, and safe.
 Maintains cleanliness of inside of buildings, sweeps floors, vacuums, mops, waxes, cleans restrooms, washes windows.
 May perform minor electrical, carpentry, plumbing, and masonry repairs. Changes light bulbs, fixes leaking faucets, etc. as needed.
 Assures the building and grounds are secure daily. Includes checking windows, doorways, and locking up.