

PARISH: Holy Trinity & St. Michael Parishes
TITLE: Shared Religious Education Assistant
REPORTS TO: Director of Religious Education (DRE)

POSITION PURPOSE

Maintain Religious Education family records and assist the Director of Religious Education for preparation of Religious Education classes.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Maintains Family Database (Excel Worksheet)
- B. Family registration forms.
- C. Record incoming payments for Religious Education.
- D. Prep for Religion Classes (copies, supplies, etc. for Catechists).
- E. Type documents, create forms.
- F. Misc. filing.

QUALIFIACATION REQUIREMENTS

- A. Working knowledge of Excel and Microsoft Office.
- B. Establishes and models standards that guarantee quality and attention to detail.
- C. Manages time wisely and prioritizes multiple tasks.
- D. Ambitious with a flexible and positive attitude.
- E. Ability to communicate effectively.
- F. Thinks and acts ethically and honestly.

CULTURE

Follows Catholic Values and Beliefs

Pastor Approval _____

Date: _____