



Parish Office Work Schedule

Weekly:

- ✓ Schedule Mass intentions
- ✓ Prepare & publish weekly bulletin.
- ✓ Record Adult Envelope contribution.
- ✓ Confirm calendar events for next two weeks.
- ✓ Coordinate Mass intentions

Monthly:

- ✓ Process accounts payable
- ✓ Process payroll
- ✓ Reconcile bank statements
- ✓ Pay Mass stipends to clergy
- ✓ Update parishioner records
- ✓ Update sacramental records.
- ✓ Update Adult Envelope & online giving records
- ✓ Order office, church & liturgical supplies."

Annual

- ✓ Keep tax documents (W-4 & I-9) current
- ✓ Submit sacramental record reports to Diocese
- ✓ Coordinate Catholic Mutual self-reporting requirements
- ✓ Submit Worker's Compensation Audits

Ongoing

- ✓ Process tax exemption & project-exemption certificates.
- ✓ Keep filing systems current.
- ✓ Administrative support to pastor, staff & volunteer"
- ✓ Answer phones, greet visitors, respond to inquiries."
- ✓ Other duties as needed.