

**Job Title:** Parish Registrar – Part-time  
**Location:** St. Alexander Catholic Church, Villa Park, IL  
**Reports to:** Office Administrator  
**Hours:** Part-time; 24-29 hours per week

### **Job Purpose**

**I. Duties & Responsibilities:**

- Complete accounts payable on a weekly basis using ParishSoft.
- Maintain contributions weekly in Parish Data Systems database.
- Enter online giving contributions monthly.
- Record new parishioners and send welcome packets.
- Email updated parishioner list to envelope company monthly.
- Record sacraments in record books and in database. Complete sacramental certificate requests.
- Keep facility schedule up to date for various groups.
- Print weekly facility schedule for bulletin.
- Virtus Facilitator – keep track of staff and volunteers to make sure they are compliant, run background checks.

**II. Other Duties:**

- Answer phones and greet people.
- Assist Pastor and Office Administrator as needed.
- Assist with funeral scheduling and mass intentions.

**III. Education/Qualifications:**

- High School Diploma. Some college.
- Knowledge of Microsoft products required.
- Knowledge of Parish Data Systems and ParishSoft preferred.
- Use email and copier.
- Must support the mission, philosophy, objectives and policies of {St. Alexander}, the Catholic Church and the Diocese of Joliet.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

*To apply for this outstanding position with St. Alexander Catholic Church, please send your resume and cover letter to [office@stalexanderparish.org](mailto:office@stalexanderparish.org)*