

OFFICE PERSONNEL

All parish religious education programs should provide adequate office space and clerical assistance.

It is the responsibility of the Pastor, with support of the C/DRE, to screen applicants and to hire office personnel who support the mission of the catechetical mission of the parish and who reflect the Christian principles that the parish promotes.

Since secretarial or clerical staff have access to confidential matter, office personnel must be discreet, loyal, and professional.

The C/DRE should prepare a written position description of the responsibilities and procedures for office personnel assisting the religious education program. From this position description, the C/DRE is to conduct periodic evaluations.

It should be emphasized that the first reception that a person receives leaves a lasting impression of the parish and of the catechetical personnel who minister in the parish. Proper telephone etiquette should be outlined for all office personnel. They should be familiar with all parish catechetical regulations. For proper referral, the office personnel should be well versed in the areas of responsibility of all members of the administrative staff.

Policy

Revised: October 4, 1996

NCD/Bishop of Harrisburg