

CHILDREN'S FAITH FORMATION SECRETARY

TYPICAL DUTIES AND RESPONSIBILITIES

A. Under the supervision of the Director of Faith Formation

- Prepare mailings.
- File reports, correspondence, and other routine papers.
- Compile current year CFF class lists.
- Maintain all CFF student records
- Maintain all Catechist records.
- Type all correspondence as needed.
- Update and maintain CFF Calendar.
- Answer phone upon need.
- Order supplies for CFF program and office.
- Maintain CFF email postings and contact information.