

Parish Secretary

Date: February 26, 2021

Reports to: Pastor and Communication/Finance Director

Primary Function

The Secretary provides receptionist, secretarial and clerical support for parish operations, including staff, volunteers and various other committees and boards. In addition to providing a welcoming presence to all who call, write or visit, the secretary honors and maintains confidentiality, develops and maintains a sacramental record system and a census data system and provides record and bookkeeping services. Provide other duties as requested.

Major Responsibilities and Regular Activities

- I. Receptionist Services
 - a. Greets and meets visitors.
 - b. Handles phone system with multiple lines, fax and voice mail.
 - c. Refers questions about policy to responsible staff person.

- II. Secretarial and Clerical Services
 - a. Prepares part of weekly bulletin for publication, including transfer to provider and distribution to shut-ins. Works with ACC parishes.
 - b. Assists in communicating with parishioners through email (including Constant Contact), texting and phone calls.
 - c. Attends and takes minutes for staff meetings.
 - d. Attends and takes minutes for Pastoral Council meetings.
 - e. Maintains filing system.
 - f. Schedules baptisms, weddings and maintains the Mass Book. Prepares required items for each sacrament (e.g. certificate, prayer blanket, gown, etc.)
 - g. Prepares regular and bulk mailings.
 - h. Screens and distributes incoming and outgoing mail and other related material.
 - i. Ensures the operation and maintenance of office equipment.
 - j. Provides backup for Stewardship Director in scheduling events and requesting special events coverage.
 - k. Works with the Festival Committee to provide needed services.
 - l. Keeps a record of Mass attendance.

- III. Record and Bookkeeping Services
 - a. Maintains sacramental and parish membership records for the parish.
 - b. Prepares certificates for baptisms, marriages, confirmations, etc. and send information back to parish of baptism if required.
 - c. Maintains parish census data, including parishioner registrations, financial contributions (all levels of giving; cash and envelope, designated and undesignated, honor and memorial, etc.), household data and prepare and send out statements, etc.
 - d. Prepares bank deposits.
 - e. Prepares automatic giving transmittals.
 - f. Prepares bills and vouchers for payment, including coding and writing of checks. Mails checks out.
 - g. Maintains petty cash fund.
 - h. Recruits, trains, and works with volunteer money counters.

Skills, Knowledge and/or Abilities

- a. Must honor and maintain confidentiality.
- b. Must be positive and welcoming.
- c. Must have knowledge of and support for Catholic church, traditions and sacraments.
- d. Must be able to multi-task.
- e. Must have knowledge of and skill in using personal computers, including work processing, desktop publishing, online functions and other office equipment.

- f. Must have basic bookkeeping skills.
- g. Must have ability to communicate verbally and in writing.
- h. Must have organizational skills.
- i. Must have the ability to relate to a variety of persons.
- j. Must be able to lift 40 lbs.

Professional & Personal Development

- a. Continue to grow professionally by attending meetings and seminars that maintain and improve job skills, knowledge and/or abilities.
- b. Continue to grow personally and spiritually by attending retreats, and other opportunities for growth.

Education, Training and/or Experience

- a. Previous training or applicable experience using computer hardware and software required.
- b. Three to five years in general office setting working with the public desired.

Hours

Full time. Benefits eligible. Average 37.5 hours per week. Hours may vary in the summer.