

POSITION DESCRIPTION

Job Title:	Parish Secretary
Parishes:	St. John's Church & St. Patrick's Pro-Cathedral
Department:	Administrative
Reports to:	Pastor
Classification:	Non-Exempt

General Description

The Parish Secretary plays a crucial role in supporting the administrative and clerical functions of the parish office. This position serves as the primary point of contact for parishioners and visitors, providing clerical assistance, maintaining parish records, and assisting with various administrative tasks to ensure the efficient operation of the parish office.

This position is a part-time role. The ideal candidate works five hours on five days per week.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and parish needs.

• **Office Management:**

- Greet parishioners and visitors in a warm and welcoming manner, both in person and over the phone.
- Greet the Pastor's visitors.
- Ensure timely response to Pastor's voicemail and parishioner requests.
- Manage the parish office calendar, schedule appointments, take messages and coordinate meetings.
- Maintain office supplies inventory and reorder as needed.
- Ensure updated messages are recorded on the parish phone.
- Submit orders to various printing, publishing companies and liturgical stores when necessary.
- Ensure the cleanliness and organization of the office space.

• **Clerical Support:**

- Handle incoming and outgoing correspondence, including mail, emails, and phone calls.
- Respond to general requests, and redirect correspondence to other staff members when appropriate.
- Assist with word processing, data entry, and document preparation (Parish Soft).
- Maintain parish records, including sacramental records, membership databases, and financial records, ensuring accuracy and confidentiality.
- Prepare and enter information of the sacrament files and ensure they are complete (Baptism, First Communion, Confirmation, Wedding & Funeral).
- Prepare and distribute parish bulletins and other communications as needed.
- Inform Priests, musicians, and team of upcoming events.
- Prepare the Mass Book (Mass intentions).
- Have a record of parishioners who are celebrating yearly anniversaries of registration.

- **Financial Administration:**
 - Assist with parish financial transactions, including collections, deposits, and recording donations.
 - Prepare financial reports and assist with budget management under the direction of Administrative Manager.
- **Event Coordination:**
 - Assist in planning and coordinating parish events, such as liturgical celebrations, fundraisers, and social gatherings.
 - Manage event logistics, including scheduling, reservations, and communication with vendors and volunteers.
 - Provide administrative support for parish committees and ministries as needed.
- **Community Outreach:**
 - Serve as a liaison between the parish office and the community, responding to inquiries and providing information about parish programs and services.
 - Coordinate outreach efforts, such as community service projects and volunteer opportunities.
 - Helps maintain an updated social media profile with posts in both parishes.
 - Collaborate with other staff members and volunteers to foster a sense of community and belonging within the parish.
- Other duties as assigned.

Qualifications/Skills

- High school diploma or equivalent; additional education or training in office administration is preferred.
- Prior experience in clerical or administrative support roles, preferably in a church or nonprofit setting.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to interact tactfully and respectfully with diverse individuals.
- Proficiency in Microsoft Office suite and other office software applications.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Commitment to the mission and values of the Catholic Church and the parish community.
- Experience with Parish Soft software is preferred.

Working Conditions

- This position is typically based in an office setting within the parish facility.
- Regular office hours may include evenings and weekends, especially during peak times or for special events.
- Some tasks may require standing, lifting, or bending, though most duties are performed while seated at a desk.

The Parish Secretary plays a vital role in supporting the day-to-day operations of the parish office and facilitating communication and coordination within the parish community. This position requires a dedicated and organized individual with strong clerical skills and a passion for serving others in a faith-based environment.