

# PARISH SECRETARY – Our Lady of the Lake Parish, Verona

## GENERAL DESCRIPTION

The Parish Secretary's function is to facilitate the work of the parish by performing various receptionist and secretarial duties.

## RESPONSIBILITIES

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice:

- Provides administrative, secretarial and office support to the Pastor, Business Manager, and Parish staff
- Welcomes and directs visitors and parishioners. Answers phone calls, handles routine questions and forwards calls accordingly, takes messages
- Responds to emails in a timely manner
- Maintains parish calendar, schedules appointments, special events and meetings
- Distributes mail and other related material
- Schedules mass intentions online
- Maintains Ministry Scheduler for Lectors, Eucharistic Ministers, Altar Servers and Counters
- Prepares parish bulletins and parish announcements. When complete gives to Business Manager for approval
- Enters parishioner contributions into ParishSoft
- Maintains parish membership and sacramental records
- Prepares all certificates
- Coordinates information for baptisms, funerals and marriages
- General routine correspondence, digital and written
- Maintains parish records of marriages, baptisms, funerals
- Assists business manager with Annual Appeal.

## SUPERVISION

The Parish Secretary is accountable to the Business Manager

## PROFESSIONAL QUALIFICATIONS

- Has good computer skills. Has knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher
- Has a minimum of a High School diploma and three to five years working in a general office setting with the public is desired
- Excellent organizational skills
- Attention to detail and accurate data entry skills.

## PERSONAL QUALIFICATIONS

- Be a person who is driven by the Catholic faith and willing to fulfill the mission and vision of the Parish
- Enjoys working with people, pleasant and welcoming
- An ability to work as a team member with parish staff
- Understands the importance of confidentiality of church records and conversations
- Great verbal and written communication skills.

**HOURS AND SALARY**

This is a full-time position, 40-hour work week. The office is closed for all major holidays. Vacations are granted based on parish policy. The annual salary range for this position will be determined by the Pastor and Business Manager and is based on background and experience.

**PERFORMANCE MANAGEMENT**

The performance of the Parish Secretary will be assessed on an annual basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Their ability to develop and maintain relationships with Parish staff and parishioners
- Their participation in fulfilling the mission and vision of the Parish.

To apply, please send your cover letter and resume to Barbara Yeates, Business Manager at [barbara\\_yeates@oliverona.org](mailto:barbara_yeates@oliverona.org)