



Parish Secretary

Job Title:	Parish Secretary
Location:	Jasper, Indiana
Reports To:	Pastor
FLSA Status:	Non-Exempt
Last Revised:	October 10, 2024

Summary:

The Parish Secretary reports directly to the Pastor and manages the daily administrative operations of the parish office. The position is responsible for handling administrative tasks, assisting parishioners, and managing office communications with a welcoming and professional demeanor. The personal who fills this position requires a self-starter who can work with minimal supervision and be able to handle many tasks in a dynamic environment. They must also be able to work effectively in a team ministry.

Essential Job Functions:

- Greet parishioners and visitors when they enter parish office, answer phones; direct person(s) to appropriate personnel and/or take messages
- Publish parish communications including the weekly bulletin, bimonthly newsletter, annual ministry guide book/parish directory, and the five-year pictorial directory
- Manage ministry schedules and assist with training sessions
- Maintain the electronic parish calendar and schedule of events held in the parish meeting rooms
- Coordinate rental agreements for weddings and events held in Fellowship Hall, including usage fees and rules
- Record Mass intentions and schedule Masses based on established guidelines
- Coordinate special Masses (including funerals, baptisms, Holy Week, etc.) in conjunction with the Directory of Music & Liturgy and the Parish Catechetical Leader (PCL).
- Maintain and update parishioner data using PDS Church Office software and provide reports when needed
- Update parish sacramental records of marriage, baptisms, and deaths.
- Assist with parish finance tasks including recording collections and preparing deposits
- Update parish digital platforms including the website, app, Facebook page and outdoor sign
- Coordinate Phone and Voicemail System
- Maintain an appropriate inventory of office supplies for use by staff in the parish office and church supplies for Mass
- Assist Pastor in scheduling clergy assistance during periods of absence
- Coordinate and oversee work by volunteers
- Perform other duties and miscellaneous projects that may be assigned by the Pastor or Business Manager



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Required Skills:

- Energetic person who is experienced in handling a wide range of administrative support related tasks, able to work in a team environment with other staff or independently.
- Highly motivated individual with strong interpersonal skills,
- Excellent oral, written and interpersonal communications skills, including internet, and social media literacy.
- Detail oriented individual to insure accurate schedules and communication
- Good judgement skills, in handling of confidential, sensitive and critical information, respect and discretion required.
- Demonstrates ability to problem solve and discern before recommending or deciding on a course of action.
- Proficient in computer skills, including file management, word processing, scheduling system, MS Publisher, data base and spreadsheet applications.
- Ability to set priorities; work to goals, and deadlines.
- Able to successfully complete a criminal history and background check

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs in particular, as well as, being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To Apply – Please send a cover letter and resume to holyfamily@evdio.org with a subject line of *Parish Secretary*. You may also mail your cover letter and resume to Holy Family Church, 950 Church Avenue, Jasper, IN 47546.