

St. Joseph Catholic Church

Parish Secretary

Parish Secretary Job Description

The Secretary is responsible for assisting with the daily administrative operation of the parish.

Reports to: Parish Business Manager

Position: Part-time

GENERAL RESPONSIBILITIES:

- Acts as the first welcoming face of the parish, greeting parishioners and visitors as they enter the parish office and assists them with their needs. Answers phones.
- Support Business Manager in areas of cash management, controls and recording of income from different sources.
- Responsible for all aspects of scheduling for parish events, ministries schedules, bulletin, special mailings, etc.
- Works individually and as a team member with staff, parishioners, and volunteers.

DUTIES AND JOB RESPONSIBILITIES

- Greet parishioners and visitors when they enter parish office; answer phones; direct person(s) to appropriate personnel and/or take messages.
- Plan administrative workload to ensure that parish bulletins, scheduling, ministries scheduling, special mailings, cash management, etc. are completed by established deadlines.
- Maintain and update parish census data (PDS) and provide reports when necessary.
- In conjunction with Business Manager, coordinate and oversee work by office volunteers.
- Maintain an appropriate inventory of office supplies for use by staff in the parish office.
- Maintain an appropriate inventory of supplies for the sacristy (hosts, altar wine, candles, etc.) as well as missalettes and other literature for the parish (Word Among Us, Little Books, etc.) and Rice Bowl materials.
- Prepare a list of announcements for weekend Masses.
- Prepare Liturgical Ministries Schedules. Schedules prepared quarterly, or as necessary, including list of substitutes. Schedules posted on parish website. Recruit volunteers for liturgical ministries and make sure they are trained.
- Maintain Adoration participant list and make reminder call each month. Place Adoration binder in Church for Adoration and change door code each month.
- Maintain prayer chain and initiate prayer chain calls and social media posts.
- Prepare annual schedules for other ministries (Homebound, Church cleaners, Children's Liturgy of the Word, etc.) and post to parish website.
- Manage church-wide calendar scheduling, including working with Parish Catechetical Leader when scheduling dates for sacramental activities on parish calendar
- Perform other duties that may be assigned by the Pastor or Business Manager.

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CONTINUING EDUCATION

- The Secretary shall continue his/her education through attendance at appropriate seminars, courses and other training programs.

QUALIFICATIONS

- Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Roman Catholic Church.
- High school diploma or GED equivalent required. Some experience in clerical or administrative preferred but not required.
- 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 communication skills, including internet and social media literacy.
- 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; Microsoft Word, Excel and Publisher; and data base management.
- Ability to set priorities, work to goals and deadlines.

To apply: Send resume to Angie Paul at apaul@evdio.org