St. Clement Catholic Parish, Boonville, Indiana

Job Title: Parish Secretary

Reports To: Pastor

Location: Parish Office

Position Type: Hourly, Full-time

**Position Summary**

The Parish Secretary provides administrative and clerical support to the pastor, parish staff and parish community. The secretary helps ensure the smooth daily operation of the parish office while providing a welcoming, helpful, and professional presence to parishioners, visitors and the wider community.

The Paish Secretary should be organized, dependable and committed to serving others with kindness and confidentiality. Familiarity with Catholic parish life, liturgy and sacramental practices is preferred. Employees must also comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

The Parish Secretary works primarily in the parish office and regularly interacts with the pastor, parish staff, parishioners, volunteers and visitors. Occasional evening or weekend hours may be required for special parish events or activities.

**Essential Duties and Responsibilities**

1. **Required Skills**
    - Highly motivated and energetic person with strong interpersonal skills experienced in handling a wide range of administrative support related tasks.
    - Able to work in a team environment or independently.
    - Possess excellent oral and written communication skills, including experience with internet and social media platforms.
    - Proficient in computer skills and programs.
    - Detail oriented to ensure accuracy, with demonstrated ability to problem solve.
    - Use good judgement skills in handling confidential, sensitive and critical information with respect and discretion.
    - Ability to set priorities, meet goals and deadlines.
    - High School diploma or equivalent; additional administrative training or secretarial experience is preferred

2. **Office Administration**
    - Answer telephone calls, respond to emails and greet visitors.
    - Maintain the parish calendar, schedule meetings, and coordinate appointments.
    - Prepare, type, proofread and distribute letters, bulletins, announcements and other parish correspondence.
    - Maintain office supplies, filing systems, and parish records.
    - Open, sort and distribute incoming mail.
    - Maintain the parish office in an organized and welcoming manner.

3. **Sacramental and Parish Records**
    - Maintain accurate sacramental records, including Baptisms, First Communions, Confirmations, Marriages and Funerals, as assigned.
    - Prepare sacramental certificates and respond to record requests.
    - Assist with scheduling Baptisms, weddings, funerals and other parish services.
    - Maintain parishioner registration records and update contact information.
    - Protect the confidential parishioner information and sensitive records.

4. **Parish Communication**
    - Prepare and distribute the weekly parish bulletin.
    - Gather announcements from parish ministries, committees, and parish organizations.
    - Update parish communications, including website announcements and social media, as assigned.
    - Communicate parish activities, events and important information to parishioners.
    - Assist with preparing materials for parish meetings and special celebrations.

5. **Support for the Pastor and Parish Staff**
    - Provide administrative assistance to the pastor, deacons and parish staff.
    - Schedule appointments and prepare materials for meetings.
    - Assist with correspondence, reports and other administrative projects.
    - Coordinate arrangements for parish events, liturgical celebrations and special occasions.
    - Help ensure that parish activities and office responsibilities are completed in a timely manner.

6. **Financial and Administrative Support**
    - Receive and properly document payments for Mass intentions, sacramental offerings and other parish services, as assigned.
    - Assist with maintaining records of donations, fees, licenses and other transactions.
    - Prepare deposits and financial documentation according to parish procedure, if assigned.
    - Maintain accurate records and follow established financial policies.
    - Refer financial questions or concerns to the appropriate parish staff member.

7. **Parish Ministry and Community Support**
    - Provide information about parish programs, ministries and activities.
    - Assist parishioners with questions and direct them to the appropriate person or ministry.
    - Help coordinate registrations for religious education, parish events and other programs, as assigned.
    - Support parish volunteer activities, including the parish Time and Talent program.
    - Promote a welcoming and respectful environment for all who contact or visit the parish.

**Acknowledgment**

This job description outlines the primary responsibilities of the Parish Secretary. Additional duties may be assigned by the pastor as needed to support the effective operation and mission of the parish.

*Employees behavior and lifestyle values will be in accord with Catholic teachings. 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 your resume and cover letter by December 1, 2026 to:**

**Humanresources@evdio.org**