

**PARISH SECRETARY & BAPTISM COORDINATOR  
SAINT MICHAEL THE ARCHANGEL FAMILY OF PARISHES  
SAINT LUKE THE EVANGELIST**

**I. IDENTIFYING INFORMATION**

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Position Title: PARISH SECRETARY & BAPTISM COORDINATOR

Status: Part-Time, Non-Exempt, 12 months | 20 Hours – 9:15 AM – 1:15 PM M-F

Reports to: Director of Administration

Location: Saint Luke the Evangelist – Beavercreek, OH

**II. PRIMARY FUNCTION OF THIS POSITION**

The Morning Parish Secretary serves as the first point of contact for visitors, offering hospitality and a welcoming presence. This position is responsible for answering, screening, and directing telephone and electronic communications, as well as providing clerical and administrative support for the Jansen Religious Education Center. Additionally, the Parish Secretary coordinates Baptisms for St. Luke Church. In all duties, the Parish Secretary upholds a Christian witness, maintains strict confidentiality, and conducts all work in a professional manner that supports and advances the mission of the parish.

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Provides receptionist services for the Parish Office and the Jansen Center
  - Screening and welcoming visitors, handling telephone calls, taking accurate messages, processing electronic e-mail and handling routine questions
  - Uses appropriate office and clerical equipment and computer software
  - Makes coffee and prepares any snacks for staff meetings, ministry meetings and impromptu meetings
2. Provides secretarial and clerical support to the Pastor, Directors and other staff members as appropriate
  - Handles general correspondence and clerical word processing tasks
  - Maintains filing system, record system and parish data bases, including data entry and reports
  - Processes incoming and outgoing mail and prepares regular and bulk mailings
  - Compiles, edits, proofreads and helps coordinate weekly bulletin
  - Creates appropriate office forms and prepares office-related reports
  - Operates office equipment (copiers, fax, printers, etc) and arranges maintenance and repair
  - Monitors inventory and orders office supplies and postage
3. **BAPTISM COORDINATOR**
  - Collaborate with other Baptism Coordinators in the Family of Parishes as well as Director of Worship & Director of Evangelization

- Intake families requesting baptism for their children with hospitality and clarity
- Help families navigate the expectations, documentation, and process associated with Baptism in the Catholic Church
- Coordinate with Baptism Class facilitators
- Coordinate with staff and volunteers to schedule and communicate when Baptisms are to occur
- Coordinate with staff and volunteers to ensure that Baptisms are acknowledged and recorded properly
- Oversee the production of and distribution of Baptism certificates and other items associated with the Sacrament
- The expectations for the position require
- Keeping of complete and accurate files,
- Confidentiality in handling sensitive family information
- Docility to the requirements of the Church
- Pastoral sensitivity to difficult situations.

#### **IV. POSITION SPECIFICATIONS / REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE AND ASSUMPTIONS**

- Must have knowledge of and skill in using computer software applications
- Must have ability to communicate verbally and in writing and interpersonal skills to relate to a variety of persons and demands
- Must have basic knowledge of how the parish operates and basic competency in parish office functions and equipment (phones, copiers, etc)
- Must be able to handle confidential matters and maintain confidentiality in all matters
- Must be organized and effective in administrative skills
- Must be a person of faith and active in a faith community, preferably a Roman Catholic community.

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- High school diploma or equivalent.
- Previous training on/or applicable experience in general clerical services, business procedures and computers.

#### **V. WORKING ENVIRONMENT**

Normal working hours are Monday – Friday 9:15 AM – 1:15 PM

**Employees of Saint Luke Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Saint Luke Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.**