

Stella Maris Family of Parishes
PARISH SECRETARY
JOB DESCRIPTION

Job Title: Parish Secretary

Reports To: Business Manager

Location: St. Thomas More Church Office

Classification: Full-Time, Non-Exempt (35 hours/week)

JOB PURPOSE

The Parish Secretary provides vital administrative, secretarial, and clerical assistance to support the daily operations of the parish office. This role serves as a welcoming presence and a central hub of communication for pastoral staff, parishioners, and external visitors.

DUTIES AND RESPONSIBILITIES

Office Management & Daily Operations

- Maintain day-to-day office administrative functions, including answering phones and welcoming visitors.
- Assist pastoral staff and parishioners with inquiries and requests.
- Monitor and appropriately respond to general emails, including inquiries received through the parish website.
- Manage the daily operation and maintenance of the Security Door System.
- Update and maintain the parish digital sign and post the weekly parish bulletin to the website.
- Assist with parish website maintenance and updates.
- Attend scheduled staff meetings and other relevant professional gatherings.

Database & Records Management

- Register new parishioners and maintain all updates and revisions within the Gabriel database.
- Record all sacraments performed at St. Thomas More in the physical Church registers and the Gabriel database.
- Communicate parishioner data revisions to the Archdiocese of Cincinnati (AOC) for the Catholic Telegraph.
- Manage the OSV Envelope database for parishioner giving envelopes, including setting up new users, maintaining data, and submitting the yearly envelope order.
- Compile and submit annual data to the GBP Guide Book Company.

Liturgical & Sacramental Coordination

- Schedule Mass Intentions and keep the Mass Intention Program updated.
- Schedule parish ministers (lectors, Eucharistic ministers, servers, ushers, and greeters) for all weekend Masses on a monthly basis.
- Maintain wedding and funeral schedules, handling all related correspondence.
- Prepare baptismal certificates, sacramental certificate requests, and required notifications.
- Record incoming sacramental notifications from other parishes into the church registers.

Compliance & Special Events

- Verify and monitor the SafeParish Child Protection Log to ensure full compliance for all staff and volunteers.
- Schedule and maintain the calendar for all events across the Parish Family.
- Provide yearly administrative support for the parish festival.

SKILLS, KNOWLEDGE, AND ABILITIES

- **Communication:** Exceptional verbal and written communication skills; ability to interact effectively and professionally with people at all levels within the parish and the Archdiocese.
- **Professionalism:** Highly organized individual with strong attention to detail, capable of prioritizing tasks and meeting strict deadlines.
- **Discretion:** Demonstrated ability, temperament, and tact required to handle highly sensitive and confidential information.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Outlook, Word, Excel) and comfortable adapting to specialized church database systems.
- **Teamwork & Service:** A team-oriented approach with a strong service focus dedicated to meeting the unique needs of the parish community.
- **Flexibility:** Willingness to work flexible hours if dictated by business needs, special projects, or meetings.
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EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- 3 to 5 years of experience in general office administration and business procedures.

Employees of Stella Maris Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Stella Maris. 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.

Please send all communication or inquiries to: hr@stellamarisfamily.org

