

**PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION

Position Title: PARISH SECRETARY

Status: Full time, Nonexempt, 12 months

Reports to: Business Manager and/or Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Secretary provides secretarial and clerical support for the parish office operations.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides receptionist services for the parish office
 - Records clear and accurate messages
 - Handles routine questions about policies
 - Greets and meets visitors
2. Provides secretarial and clerical services to the pastor and business manager (or other staff members)
 - Performs word processing and correspondence
 - Distributes mail and other related material
 - Prepares weekly Sunday bulletin
 - Prepares regular and bulk mailings
 - Maintains filing system
 - Monitors and orders office supplies
 - Receives and places telephone calls, schedules appointments
3. Provides bookkeeping/ recordkeeping services for the parish
 - Maintains records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, etc)
 - Does data entry
 - Assists with preparation of payroll, accounts payable and other bookkeeping procedures

4. Co-ordinates and schedules volunteers in the Parish Office

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have knowledge of and skill in using personal computers and word processing
- Must be proficient in Microsoft Office and Canva.
- Must have some accounting skills
- Must have proficient keyboarding skills
- Must have ability to communicate verbally and in writing
- Must have basic knowledge of how the parish operates and be able to grasp quickly how the parish office functions
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Previous training on/or applicable experience using computer hardware and software required.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

NA

VI. WORKING ENVIRONMENT

The parish secretary works the normal work week. Will require hours at both Sacred Heart and St. Ann Parish Offices. May occasionally have overtime required.