

SAINT JOHN THE BAPTIST PARISH JOB DESCRIPTION

JOB TITLE: Parish Secretary

- ✓ **OVERVIEW:** The Parish Secretary is the gateway to the Parish Center, the first person a visitor sees or hears. The Parish Secretary confers a friendly greeting to all visitors, and cheerfully answers telephone calls. In addition, s/he works directly with the Parish Operations Director to provide all parish services, and also provides general support for parish staff as needed, and volunteer driven activities and organizations.

REPORTS TO: Pastor; Supervised by Parish Operations Director, Business Manager

WORK SCHEDULE: Full Time: Monday - Friday, 9:00 AM – 4PM

REGULAR TASKS

- Greets and refers visitors to appropriate staff member or service
- Opens and closes office daily
- Answers and screens telephone calls, records and e-mails clear, accurate and complete messages; retrieves and follows up on voicemail messages
- Distributes Mail and updates junk mailing lists
- Opens and closes safe daily and secures all monies in binder
- Checks and replies to e-mail inquiries as received
- Prepares Wedding Packets, Baptismal Packets, Funeral Packets, and Welcome Packets
- Follows Parish Procedure for New Registrants
- Follows parish procedure for scheduling Funeral Masses
- Follows Parish Procedure for Mass Intentions
- Schedules Baptisms and Pre-Jordan for parish families according to procedure
- Provides scheduling assistance for Weddings as needed
- Prepares pulpit announcements and general intercessions for weekend and holy day liturgies on Fridays
- Prepares Lottery Box and records Lottery message on Fridays
- Records contributions on a weekly basis in parish database
- Accurately prepares Certificates of Eligibility and letters of permission
- Prepares Sacramental Certificates
- Communicates Funeral and Wedding Notices
- Schedules Sacristans, wedding coordinators, and music for weddings & funerals
- Inputs sacramental records and new registrations into Parish Data Systems database in a timely manner
- Maintains and monitors the distribution of common keys stored in front office
- Prepares, copies and mails parish newsletter
- Provides SJB Memorial Fund Cards and Data Entry

General Duties

- Prepares regular and bulk mailings as needed
- Maintains organization in record keeping system
- Supports the preparation of the weekly parish bulletin and monthly calendar
- Runs errands to post office for stamps and other errands as needed
- Maintains Copier and office supplies
- Handles routine questions about parish policies
- Receives payments and files in Office Binder
- Supports parish calendar and clearly communicates changes
- Follows financial procedures established by the parish in all matters
- Provides general office support to clergy and office staff
- Provides other assistance as needed

WORKING ENVIRONMENT

- Office and Chapel open at 9:00 AM and close at 4:00 PM Monday through Friday, ensuring that all office machines are off, calls are forwarded, all first floor windows and doors are secured and locked, and lights are off or at proper level.
- Screens all incoming phone calls
- Screens all visitors before entering
- Occasional overtime may be required.

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate an understanding, respect and support for Roman Catholic Church teaching, mission and values.
- A working knowledge of pastoral ministry and experience working in a parish setting
- Knowledge of how to use and manage on-line calendar
- Ability to multi-task
- Strong computer skills (Microsoft Office Suite, Publisher, and Parish Database);
- Strong interpersonal skills; ability to problem solve;
- Ability to work with and maintain confidential information;
- Able to maintain accuracy in recordkeeping and general accounting skills

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tool or controls; reach with hands and arms; climb stairs; talk or hear. Frequent prolonged use of a computer, driving moderate distances, some lifting and carrying of materials weighing up to 20lbs, generally in connection with presentations and group meetings and receiving office supplies.

ADDENDUM: OTHER COMMON TASKS: PARISH SECRETARIES

- ✓ Thorough knowledge of parish policies to handle routine questions.
- ✓ Accurately records offertory envelope contributions in PDS.
- ✓ Coordinates volunteers to assist with parish mailings and bulletin inserts
- ✓ Notifies printing company of new parishioners and changes.