

## **St. Catherine of Siena -Job Description**

**Position:** Parish Secretary

**Reporting:** Pastor.

### **Skills and Educational Requirements and Qualifications:**

This job requires an experienced office manager who can communicate with staff as well as parishioners. Must have a familiarity with the Catholic Church and possess the social skills and compassion for handling difficult personal situations in pastoral setting. Confidentiality is of the utmost importance. The individual should have the ability to multi-task and demonstrate proficiency in MS Word, Excel & Publisher and preferably some experience with Parish Data Systems Church Office software

### **Job Duties & Responsibilities:**

This position encompasses overseeing the operation of the front office as well as daily operations of the parish.

Specific duties include:

- Ensure front office is properly staff and that the staff is trained to handle basic office functions and respond to basic inquiries. Answering the phone and greeting guests when the receptionist is not available.
- Scheduling appointments for the pastor and parochial vicar(s), updating respective their calendars for all appointments, masses, sacramental duties and distributing the calendars as appropriate. Maintains calendar for liturgies and for some priests.
- Assist the Steward of Care and Support with the scheduling of funerals and coordinating with the priest schedules.
- Schedule the administration, steward and staff meetings
- Prepare & distribute the agendas and attend all administration meetings, staff and steward meetings. Request from Stewards any pertinent topics for the respective meetings. Distribute the steward minutes as prepared by the Director of Communications.
- Attend the Pastoral Council Meetings as liaison between the staff and the Council and communicate pertinent information to the staff following the meeting or as directed.
- Request the Staff reports to send prior to the Pastoral Council Meeting.
- Request Staff reports prior to the staff meeting to distribute on the Monday prior to the meeting.
- Maintain the schedule for weddings, schedule weddings and rehearsals in the facility scheduler; assemble the necessary marriage paperwork and the information folders for the couples preparing for marriage. Work to coordinate the Marriage Preparation class, Today and All the Days of Your Life. Register couples for the FOCCUS and set appointments to meet with the priest or deacon. Direct the wedding assistants and act as liaison between the couples and the assistants. Prepare the diocesan paperwork for visiting priests. Review the marriage files to insure that all dispensations and paperwork has been properly obtained.

- Maintain the schedule for Baptism and the Baptism preparation classes prepare the certificates and secure all necessary information.
- Prepare any requested Baptismal information for sacraments and annulments and send to the appropriate church or individual.
- Record all sacramental information for the parish, Baptism, First Eucharist, Confirmation\*, Marriage and Death. Notify the church of baptism for First Eucharist, Confirmation\* and Marriage performed here. Record all information submitted from other parishes to complete our Baptismal records. Submit all the necessary information for the yearly report to the diocese. (Confirmation may be recorded by Youth Ministry)
- Schedule the facility rentals for parishioners and non-parishioners. Responsible for securing all the fees for the facilities and necessary insurance as required by Michigan Catholic Conference. Coordinate set up information and special needs with Director of Maintenance. Refund any security deposit after the event if applicable.
- Schedule and coordinate the diocesan meetings on our campus providing the necessary set up and requested meal services working with the Steward of Fellowship. Coordinate all special set up needs with Director of Maintenance.
- Contact the deputy sheriff department prior to the Christmas and Easter weekends to arrange for traffic control.
- Prepare the yearly office budget for office supplies and postage in conjunction with the Director of Communications.
- Manage the Emergency Phone schedule, update and distribute to the participating staff.
- Participate in the Handbook Revision Committee when revisions are needed.
- Order the church envelopes and prepare the yearly schedule of envelopes in conjunction with the finance department.
- Oversee the phone system requirements and adjust the messages and notifications on the system.
- Special assistance as needed by the stewards, staff and ministries before during and after events scheduled on our campus.
- Handles newspaper advertising as required.
- Oversee the publication of the Parish bulletin in timely manner with current vendor.
  
- Maintain confidentiality of parish information.
  
- Comply with the Employment Policies and the Employee Handbook.
  
- Perform other duties on occasion as requested by Supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Position Information:**

Regular Scheduled Hours Per Week = 40 hours/week

Payment Form Salaried X Paid hourly \_\_\_\_\_