

## **Sample: Parish Secretary**

### **St. John Paul II Parish**

#### Position Profile

**Job Title:** Parish Secretary  
**Department:** Parish Administration  
**Location:** St. John Paul II Parish  
**Reports to:** Pastor  
**Classification:** Hourly  
**FLSA:** Non-Exempt; Full-Time (or Part-Time, depending on needs)  
**Budget:** 00554 (the account the payroll is charged)  
**Date Created:** 08/23/2023 (updated)

#### **OBJECTIVE:**

To serve the St. John Paul II Parish by providing administrative support to the Pastor and Office Manager by accomplishing miscellaneous record keeping and receptionist duties at the direction of responsibilities assigned by the Pastor.

#### **I. RESPONSIBILITIES:**

The following responsibilities are defined but not limited to:

- Welcoming visitors to the office, assists them in making appointments, assures their comfort and directs them to the proper staff as needed.
- Answering telephones; screens calls, forwards calls and /or records and forwards messages accurately; may transcribe messages from telephone answering machine.
- Maintaining a calendar of parish events, staff schedules and appointments as needed
- Maintaining confidentiality regarding visitors seeking appointments with the pastor or parish staff
- Administrative support to parish staff (typing, proofreading, formatting, copying, filing, and file maintenance) at acceptable levels of speed and accuracy
- Word processing functions (Microsoft Word, Excel, etc.) necessary to complete the weekly parish bulletins to the bulletin publisher according to their deadlines
- Report distribution and preparation (assembling, collating, folding, labeling, mailing, etc.) as needed
- Preparing for weekend Masses (bulletins to church, missal numbers updated, announcements & prayers in Lector & Pastor books).
- Maintaining and updating automated Minister Scheduler Pro database for extraordinary Eucharistic Ministers and Lectors
- Prepare First Friday schedules for home visitation
- Providing ongoing database input and maintenance
- Providing telephone back-up for the department as supplement to the voicemail system

- Keeping track of all pledges and payments weekly for the CSA and send monthly reports to the Diocese via PDS.
- Forwarding invoices to the Office Manager for processing.
- Suppling fill-in support for occasional absences/vacation as needed
- Forwarding timesheets to the Office Manager for payroll processing by ECCA
- Collaborating with the Office Manager for sale of parish cemetery lots and keeping the map current by working with funeral directors.
- Keep card catalog current with deaths dates.
- Send notification to local registrar and Department of Vital Records of burials (forms provided by funeral director after a burial)

**II. QUALIFICATIONS:**

- **Education:** H.S. diploma or G.E.D.
- **Experience:** Previous administrative history (3-5 years) supported by positive references

**III. COMPETENCIES:**

- Excellent interpersonal skills and cooperation with co-workers
- Ability to work with minimal supervision
- Able to demonstrate proficiency with Microsoft Office Word and Excel (additional software is a plus) and learn new programs as required
- Attention to detail, timeliness and quality of work

**IV. PHYSICAL REQUIREMENTS:**

- Occasional / moving or lifting of 10-15 pounds
- Bending, reaching, low-level climbing (office stools or step-ladders)
- Ability to operate and trouble-shoot general office equipment (e.g., copier, fax, etc.)

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date