

Sacred Heart Parish

Job Description

NAME:	DATE: March 1, 2018
JOB TITLE:	Parish Secretary
SUPERVISOR:	Business Manager
STATUS:	Full Time 1, Non-Exempt, Hourly

GENERAL DESCRIPTION

The Parish Secretary performs a variety of secretarial duties to support the organizational functions of the Parish and Academy, and acts as a minister of hospitality to those who call and visit the church offices. Primary responsibilities include greeting visitors, answering the telephone, assist with preparation of the bulletin and maintaining sacramental and cemetery records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and assist parishioners/visitors who come to the parish administration building
- Answer the telephone, direct calls to the proper party and relay messages
- Open, sort and distribute incoming mail
- Prepare Sunday bulletin on a weekly basis
- Record and update all sacramental records including baptisms, confirmations, First Holy Communion, weddings and funerals
- Maintain parishioner database
- Maintain the parish calendar, facilities calendar and variety of schedules (e.g. ushers, lectors, altar servers, etc.)
- Maintain cemetery records, handle cemetery transactions including lot sales and burial arrangements
- Coordinate parish center rental arrangements, complete paperwork, and obtain insurance and security as required
- Perform secretarial duties for pastoral staff and parish commissions
- Monitor and order supplies
- Prepare bank deposits and/or enter deposits into general ledger software
- Facilitate communication and planning
- Other duties as assigned

ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

- The Parish Secretary reports to the Business Manager and Pastor
- Will establish and maintain harmonious working relationships with administrators, staff members, parishioners, volunteers and the public

WORKING CONDITIONS

The position is 35 hours per week, with some flexibility for evenings and weekends when meetings or events occur. Work is performed in an office setting. Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, bend and may be required to lift up to 25 pounds.

QUALIFICATIONS AND SKILLS

- High school education required; college education in business, communications, public relations, or related field preferred
- Working knowledge of Microsoft Word, Excel, Outlook (Microsoft Office suite of products)
- Proficient typing skills
- Demonstrated organizational skills with strong attention to detail
- Demonstrated ability to manage multiple projects and meet deadlines
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image
- Maintain the confidentiality of church records and conversations
- Must have an understanding of the Catholic faith and sacraments
- Ability to perform the essential functions and requirements of the job
- Must have valid Michigan Driver's License

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____