

POSITION DESCRIPTION

JOB TITLE: PARISH OFFICE SECRETARY

STATUS: Part-time

REPORTS TO: PASTOR

POSITION SUMMARY

Responsible for answering the phones, managing the pastor's appointments, preparing correspondence via letters, emails, and phone calls. Prepares the weekly bulletin for publishing. Keeps and manages all sacramental records and prepares all computer generated booklets, handouts, and mailings that may be required. Keeps and organizes the office supplies and all office equipment. Supervises all incoming and outgoing mail and packages.

Part-time 15-25 hr (maximum) per week, flexible 4 day work week – M, T, W, F with some weekends when needed.

Required Education and Experience

High School diploma.

Additional education including post-secondary preferred. Vocational schooling and/or on the job training with emphasis in office systems.

Required Knowledge, Skills and Abilities

Demonstrated organizational skills of office equipment and supplies, workstation and shared printer. Computer skills including a working knowledge of MS Word, MS Publisher, Adobe Acrobat, Adobe InDesign.

Telephone communication skills. Must be able to make calls for the pastor as directed. (Emails are a secondary way of communicating at RUP but not a substitute for a phone call)

Ability to establish and rearrange priorities for timely completion of needed tasks, especially for high occupancy times; Church Holy Days, Weekend Services, Weddings and Funerals, public events and rentals of the parish hall. (a list of annual Holy Days is in the parish office with dates and times)

Ability to work collaboratively with co-workers, Diocese of Helena personnel, and the general public.

Must understand the confidentiality of information shared to the pastor.

Understanding of the Catholic Church and its teachings as well as policies of the Diocese of Helena.

Familiarity with Catholic parish life and pastoral issues in a Roman Catholic parish.

Personal Characteristics

Good interpersonal skills. Welcoming personality to walk in visitors and others.

Essential DUTIES AND RESPONSIBILITIES

Provides receptionist services by greeting and welcoming visitors, answering the parish phone, taking and forwarding clear and accurate messages.
Retrieves mail from parish mailbox each work day.
Sends and receives/sorts mail and packages.
Collaborate with all staff members.
Be familiar with the parish Mission Statement.
Place and return calls in a timely manner.
Provides record keeping services for the parish; i.e. maintains records of marriages, baptisms, funerals, births, deaths, priest sacramental visits etc.).
Prepares sacramental certificates, assists with parishioners with registration or sacramental forms, sets up Mass intentions.
Assists in constructing worship booklets for liturgy.
Enters computer data for all records for the parish office; maintains filing system; backs up files on a regular basis (PDS census files). Mini hard drives are provided.
Facilitates the typing of bulletins and transmittal, letters, mass booklets, etc.; enters computer data essential to the position.
Order supplies as needed.

Miscellaneous

Attend diocesan, regional, national meetings and conventions when offered and pertinent to the job.

In our personal and professional lives, parish employees embrace the moral and religious teachings and beliefs of the Roman Catholic Church in our words and actions. As a staff member of Resurrection University Catholic Parish and or Diocese of Helena, we are honored to uphold ourselves to the highest code of conduct as an example of how Christ lived. In order that we remain in compliance with VIRTUS, please utilize parish computers and password for parish use ONLY. Personal emails and web surfing may alert our evaluators and consequently jeopardize our current compliant' status. We appreciate your cooperation.

I understand all of the above as requirements for this position.

Name _____

Date _____