



PARISH SECRETARY JOB DESCRIPTION

FLSA STATUS: Non-Exempt

I. DESCRIPTION:

This is the job description for the temporary position of parish secretary for Holy Angels Catholic Church.

II. PERSONAL QUALIFICATIONS:

1. Be a person who is driven by the Catholic faith and willing to fulfill the vision and mission of this Parish.
2. Enjoys working with people. Pleasant and welcoming.
3. An ability to work as a team with parish staff members, ministry leaders, and volunteers.
4. Understands the importance of confidentiality of church records and conversations.
5. Great verbal and written communication skills. Bilingual, fluent in Spanish and English.

III. PROFESSIONAL QUALIFICATION:

1. Have good computer and typing skills. Have knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of PDS software is preferred.
2. Have minimum of a high school diploma. Associate's degree preferred.
3. Excellent organizational and filing skills.
4. Some secretarial experience. Accounting experience preferred.
5. General bookkeeping duties such as: accounts receivable, accounts payable, using parish software.
6. Attention to detail and accurate data entry skills.

IV. SUPERVISION:

The Parish Secretary is accountable to the Pastor.

V. SALARY AND BENEFITS:

The salary offered will be established in keeping with the social teachings of the Church with regard to just compensation for human work. Annual salary range for this position is between \$33,000 -38,000. Because this is a temporary position, benefits are not included.

VI. HOURS AND EMPLOYMENT AGREEMENT:

This position is a 36 to 40-hour work week. The office is closed for all major holidays. Vacations are granted based on parish policy. An Employment Agreement shall be established in writing upon acceptance of employment.

VII. RESPONSIBILITIES:

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Welcomes and directs visitors and parishioners
2. Provide administrative, secretarial, and office support to the Pastor and Parish Staff.
3. Answers phone calls and forwards calls accordingly, takes messages.
4. Respond to parish emails in a timely fashion.
5. Maintain parish calendar, schedule appointments, special events, and meetings.
6. Participate in parish staff meeting and Diocesan workshops/trainings.
7. Prepares parish bulletin, parish announcements, and other communications. When completed gives to Parish Administrator for final approval.
8. Maintaining parish memberships and sacramental records; Preparing Baptismal and Marriage Certificates.
9. Coordinates information for baptisms, funerals and weddings.
10. Generate routine correspondence, digital and written.
11. Monitor and order supplies (office, janitorial, sacramental, etc.)
12. Maintain a current list of volunteers to contact for different tasks
13. File all monthly, quarterly, and annual reports. Organize and maintain a filing system for all important parish documentation.
14. Assist with the organization of parish capital campaigns and Bishop's Annual Appeal.

VIII. PERFORMANCE MANAGEMENT:

The performance of the Parish Secretary will be assessed on a regular basis having regard to:

1. Their performance on the key responsibilities and attributes for this role
2. Their ability to develop and maintain relationships with Parish staff and volunteers.
3. Their participation in fulfilling the vision and mission of the Parish.