

JOB DESCRIPTION

PARISH: St. Ignatius Loyola **POSITION STATUS:** F/T
POSITION: Parish Secretary **SCHEDULE:** 8:30 a.m. – 5:30 p.m.
CATEGORY: Non-Exempt

SUPERVISOR: Business Manager

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed.

ESSENTIAL FUNCTIONS:

1. Preparation of Sacraments
 - Record, maintain and update some sacramental files and records for the parish:
 - Weddings*+
 - Funerals
 - *Prepare certificates*
 - +Send notification to church of baptism*
 - Schedule special Masses for weddings, quinceaneras, and funerals.
2. Phone/Visitors
 - Represent the Parish to telephone callers, and visitors.
 - Provide general Parish information to callers and visitors and direct them to appropriate person or location.
 - Assist parishioners in any way possible (i.e. mass intention scheduling, additions/deletions to sick list or deceased list)
3. Administrative Assistant to the Pastor
 - Pastor's Daily Calendar – appointments, schedules, updating.
 - Attends Pastoral Staff Meeting – record meeting notes, prepares agenda, issue meeting reminders.
 - Organizes staff events, retreats.
4. Church Bulletin/Mass needs
 - Direct incoming bulletin announcement to department heads and our communications director.
 - Receive and record Mass Intentions.
 - Work with Work Study Students on procedures on Mass Intention scheduling.
5. General Office Needs
 - Oversee the timely opening and secure closing of the office.
 - Master Calendar
 - Schedule parish facilities. Oversee proper procedures with the use of the buildings/meeting rooms.

- Develop and maintain an updated parish calendar for the work study students to have at their workspace.
- 6. Follow up with emails sent to the church office in a timely manner.
 - Sort and distribute incoming mail.
 - Office Supplies: Alert the bookkeeper when supplies need to be purchased.
 - Respond to all diocesan requests for information on behalf of the Pastor and Parish.
 - Keep office in good order.
 - Type and copy material as requested.
- 7. Parish Database and Online Giving Program
 - Aiding our parishioners with registering online and arranging online giving.
 - Training to become a co-administrator of our database system.
- 8. Miscellaneous
 - Advise and provides support for parish events, activities, and hospitality.
 - Maintains office record-keeping and filing systems.
 - Keep the Pastor and Business Manager informed on all matters needing their attention.
 - Perform other tasks as will be assigned by the Pastor and/or Business Manager.
 - Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service including working with the public.

Skills / Knowledge: Proficient in Sharepoint/Office 365/Microsoft Office Products (Word, Excel, Access, Outlook); a willingness to learn Calendar Wizard, REALM (data base), OOMA (telephone system); excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE