

JOB DESCRIPTION

PARISH: Saint John Vianney	POSITION STATUS: Full Time
POSITION: Secretary	SCHEDULE: Monday thru Friday 9AM-6PM
CATEGORY: Non-Exempt	PAY: 18.00 Dollars/hrs. 35-40 Hrs./Week

SUPERVISOR: Pastor, Business Manager and Pastoral & Administrative Assistant (PAA).

JOB SUMMARY:

Responsible for the smooth running of the parish office in addition to providing secretarial and related office services for Pastor, the Parochial Vicar, Pastoral and Administrative Assistant and other designated volunteers as needed. Under supervision, perform a wide variety of moderately difficult and complex clerical and administrative tasks.

ESSENTIAL FUNCTIONS:

1. Relationship with the Pastor, Staff and guests.
 - Maintain a professional, transparent and full communication with the Pastor.
 - Meet weekly with the Pastoral Assistant to keep him informed on all administrative matters if needed.
 - Maintain good and timely communication with the Parish staff.
 - Provide reception services for the parish office, which will include (1) welcoming, and directing visitors in a court, empathic, friendly and professional manner, and (2) identifying their needs to refer them to the appropriate staff.
2. Prepare and E-mail/mail 'Thank You Letters' or the like for Parishioners to acknowledge their financial contributions and in special liturgical seasons or dates.
3. Parish Office Facility.
 - Oversee the timely opening and closing of the office each day. In closing the Parish Office, ensure that all machines are off, windows and doors are locked, and all appropriate lights and heat/AC are off.
4. Communications.
 - Assist in all sorts of communications (i.e. announcements for weekend Masses, postings on social media, posting news or information in the church, etc.).
 - Oversee, receive and sign for deliveries (i.e. UPS, Federal Express, USPS deliveries of letters, packages, and other items). Stamp each item with a receipt date and notify addresses for pick up.
 - Answer telephone calls. Follow up calls.
 - Provide accurate information to telephone callers and visitors concerning the services offered by the parish.

This Document is a 3/3-page single file.

- Take messages and calls clearly, accurately, and concisely, and direct them to appropriate staff or ministry.
 - Configure the Parish Voicemail as needed (i.e. responsible for accurate “away” message on incoming parish phone line).
 - E-mails correspondence.
 - Check Parish E-mail.
 - Sort and distribute incoming E-mails, and direct them to the appropriate staff or parish ministry.
 - Follow up with e-mails daily.
5. Sacraments and pastoral attention.
- Provide information on the celebration of the Sacraments and on OCIA/RICA following Parish guidelines.
 - Record, maintain and update all sacramental files and records for the parish as laid out on the diocesan guidelines (* = **Prepare certificates.** + = **Send notification to church of baptism**):
 - Baptism*
 - First Reconciliation*
 - First Communion*
 - Confirmation*+
 - Weddings*+
 - Funerals
 - Assist in keeping both the Parish Calendar and Office Calendar for Funerals, Weddings, quinceaneras, school activities, and other events in general **up to date**.
 - Prepare Mass Cards upon request.
 - Receive and record Mass Intentions.
 - Prepare Mass introduction and prayers of the faithful for the weekend and Holy Day of Obligation Masses.
 - Ensure that appropriate notification of sacrament is sent to the parish of baptism.
 - Record reports on the reception of sacraments sent to parishes of baptism on a follow-up sheet.
6. Parish Registration
- Register new parishioners in ParishSoft database.
 - Keep ParishSoft current with parishioner information.
7. Miscellaneous
- Prepare bags each week for Sunday Masses, second collections, and special Masses.
 - Alert the Business Manager when office supplies need to be purchased.
 - Keep office in good order and cleanliness.
 - Issue receipts for all cash/checks received and report them to the Business Manager.
 - Assist Faith Formation office with bilingual services to ease communication.
8. Other duties as assigned.

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MINIMUM QUALIFICATIONS:

Education: High School diploma or equivalent.

Experience: 5 years of broad, varied and increasingly responsible clerical service including working with the public.

Skills / Knowledge:

- High demand: Fluently bilingual in English and Spanish.
- Proficient in Microsoft Office Products (Word, Excel, Access, Outlook);
- 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;
- Excellent Grammar and punctuation;
- Punctual;
- 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.
- High demand: able to work in a team-oriented environment, know how to keep work and personal boundaries and avoid overlapping in somebody's work,
- handle multiple assignments consecutively and prioritize workload which requires the exercise of judgment and discretion;
- Experienced and knowledgeable in the use of the latest technologies (i.e., AI, apps, Canva, etc.)

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

*Practicing Catholic: someone who strives to live according to and stands for the teachings of the Catholic Church reflected in the Catechism of the Catholic Church.