

## **St. Catherine Parish Secretary Job Description**

**Job Title:** St. Catherine Parish Secretary

**Job Summary:** A Catholic Parish Secretary provides administrative and secretarial support to a parish, managing office operations, maintaining sacramental and parishioner records, coordinating schedules and events, and serving as a friendly & professional point of contact for the parish community and visitors.

**Pay Range:** TBD

### **Duties & Responsibilities:**

- Answer phone, respond to emails, & assist parishioners as needed
- Organize & Deposit Miscellaneous Church Contributions
- Create bulletin
- Enter contribution envelopes
- Actively update internal system ParishSOFT
- Entering sacramental records in ParishSOFT and record books
- Distribute and keep records for the Good Neighbor gift cards
- Keep bulletin board up to date
- Distribute mail
- Update Parish calendar
- Organize Mass ministry schedule
- Handle rentals of facility
- Send out contribution statements
- Maintain and organize Diocesan reports.
- Order supplies for the office and Parish.
- Create liturgy guides for funerals & Baptisms
- Report on music copyright usages
- Develop and send out Parish mailings
- Assist in organizing events
- Schedule liturgical duties needed at all liturgical celebrations
- Manage the Mass intentions
- Work closely with the pastor

### **Personal and Professional Development:**

- Ability to attend Diocesan Ministry Days.
- Opportunity to participate in appropriate workshops when presented and/or offered.
- Birthday & Christmas staff celebrations
- Holy hour offered to staff members

### **Qualifications:**

- Strong leadership, organizational, and administration skills
- Strong oral and written communication skills
- Computer skills
- Mission Oriented
- Ability to be adaptable and multitask
- Confidentiality
- Patience
- Positivity

**Reports to:** Pastor

Dated: September 1, 2025



# Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons. Please fill out the Application for Employment in its entirety and submit it to the front desk of the organization you are applying or via mail or e-mail in accordance with the job advertisement.

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_

Position applied for \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) ☐ Yes ☐ No

Are you looking for full-time employment? ☐ Yes ☐ No

If no, what hours are you available? \_\_\_\_\_

## Education

School Name and Location Major / Degree

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Post-College \_\_\_\_\_

Other Training \_\_\_\_\_

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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**Military (Complete this section if you served in the U.S. Armed Forces)**

Branch of Service \_\_\_\_\_ Served \_\_\_\_\_ to \_\_\_\_\_

Describe any special training \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment History (Start with most recent employer)**

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact? ☐ Yes ☐ No

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact? ☐ Yes ☐ No

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact? ☐ Yes ☐ No

Responsibilities \_\_\_\_\_

\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company/Organization Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact? ☐ Yes ☐ No  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Attach additional information if necessary.**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This organization is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this organization is “at will,” which means that either I or this organization can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, has any authority to alter the foregoing.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please forward completed application form to:*

St. Leo Catholic Church  
415 S Hiawatha Ave  
PO Box 36  
Pipestone, MN 56164

St. Catherine Catholic Church  
203 E. Brown Street  
Luverne, MN 56156

Or email to: [pastor@stscl.org](mailto:pastor@stscl.org)

*Please Include*

- *Application*
- *Resume*
- *Cover Letter (optional)*