

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

JOB APPLICATION

PERSONAL INFORMATION

Name

First Name	Last Name
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Date of Birth	
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Address

Street Name

City	Postal Code
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Phone

+	Home Phone	+	Mobile Phone
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EDUCATION

High School

Name	City
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University

Name	City
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SKILL

LEVELS

1.

2.

3.

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Name & Signature

Date

Approval

Please Include

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