

## **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

# JOB APPLICATION

## PERSONAL INFORMATION

Name

First Name

Last Name

Address

Street Name

Date of Birth

City

Postal Code

Phone

Home Phone

Mobile Phone

## EDUCATION

High School

Name

City

University

Name

City

### 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)*