

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Secretary, Parish
Accountability	Pastor
Purpose of Ministry	To provide administrative assistance to the Pastor and Associate Pastor(s) and oversee the office functions
Participant Group	As above as well as all parishioners and parish community
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Secretarial functions ▪ When requested attend meetings with Pastor and take minutes. ▪ Bookkeeping ▪ Scheduling – Memorial Masses ▪ Booking Meeting Rooms for Parish Activities ▪ Assisting Parishioners with paperwork when necessary ▪ Supervise and/or provide guidance to Student help. ▪ Direct Inquires to appropriate person. ▪ Supervise 1 – 2 High School Students hired to answer phone and do mailings after office hours.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Excellent keyboarding skills ▪ Excellent Computer skills ▪ Good working knowledge of bookkeeping programs and functions ▪ Excellent interpersonal and communication skills ▪ Excellent knowledge of Parish and history ▪ Excellent supervisor skills when needed. ▪ Excellent organizational skills ▪ Ability to work under pressure and able to meet timelines. ▪ Well developed office management skills ▪ Ability to deal with many different personalities, Pastor, Assistants, co-workers, upset parishioners, received complaints and listen to personal problems, people asking for help with food, money and shelter.
Time Commitment	<ul style="list-style-type: none"> ▪ 37.5-40 hours /week – office hours usually 9:00am –4:30pm. ▪ 5 days – Monday to Friday
Duration	NA
Orientation & Training	<ul style="list-style-type: none"> ▪ General parish orientation ▪ Diocesan Secretary meetings ▪ Retreats and courses in faith development ▪ Upgrade courses in PC skills, bookkeeping programs, etc.
Support /Supervision/Evaluation	Pastor is the first line of support and supervision, the position is to be reviewed annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview, Reference checks, Police Record Check ▪ Orientation and Training, Receive Volunteer Guidelines ▪ Supervisory checks and evaluations