

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	Our Lady of Lourdes	CATEGORY:	Non-Exempt
POSITION:	Secretary	STATUS:	Tuesday through Friday 8:30 am to 4:30 pm
SALARY:	\$ 17.50/hour		

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed.

ESSENTIAL FUNCTIONS:

1. Preparation of Sacraments
 - Record, maintain and update all sacramental files and records for the parish:
 - Baptism*
 - First Reconciliation
 - First Communion
 - Confirmation*+
 - Weddings*+
 - Funerals

**Prepare certificates*
+Send notification to church of baptism.
 - Schedule special Masses for baptisms, weddings, quinceañeras, and funerals.
 - Prepare readings and worship aids.
2. Phones/Visitors
 - Represent the Parish to telephone callers, and visitors.
 - Provide general Parish information to callers and visitors and direct them to appropriate person or location.
 - Assist parishioners in any way possible.
 - Responsible for accurate "away" message on incoming parish phone line.
3. New Parishioners/Parish Registration
 - Register new parishioners in ParishSoft database.
 - Keep ParishSoft current with parishioner information.
4. Church Bulletin/Mass Needs
 - Prepare weekly Sunday bulletin in both English and Spanish. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
 - Prepare announcements for weekend Masses, and other special Masses under the direction of the Pastor and place them in the appropriate binder.
 - Receive and record Mass Intentions.
 - Prepare bags each week for Sunday collections.
5. General Office Needs
 - Oversee the timely opening and secure closing of the office.
 - Parish Facilities

- Schedule parish facilities (hall). Oversee proper procedures with the rental of the hall.
 - Develop and maintain an updated parish calendar. Provide pastor an updated calendar each week.
 - Follow up with emails sent to the church office in a timely manner.
 - Sort and distribute incoming mail.
 - Office supplies: Alert the Pastor when supplies need to be purchased.
 - Respond to all diocesan requests for information on behalf of the Pastor and Parish
 - Keep office in good order.
 - Type and copy material as requested.
6. Miscellaneous
- Keep the pastor informed on all matters needing his attention.
 - Perform other tasks as will be assigned by the Pastor.
 - Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service.

Skills / Knowledge:

- 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; professional temperament and appearance.
- Ability to maintain strict confidentiality.
- Able to work in a team-oriented environment.
- Proficient in Microsoft Office Products (Word, Excel, Access, Outlook).
- Good organizational skills, handle multiple assignments consecutively and prioritize workload.
- Ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; Excellent phone skills. **Preferably bilingual, fluent both in English and Spanish.**

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE