

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	Our Lady of Grace	POSITION STATUS:	Part-time
POSITION:	Secretary	SCHEDULE:	20 Hours
CATEGORY:	Non-Exempt		

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. In addition, as the Secretary is expected to perform a wide variety of moderately difficult and complex clerical tasks, some of which may require the use of a computer.

ESSENTIAL FUNCTIONS: The Secretary provides secretarial and clerical support to the pastor and parish community.

1. Preparation of Sacraments

- Record, maintain and update all sacramental files and records for the parish:
- Schedule special Masses for baptisms, weddings, quinceñeras, 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 the appropriate person or location.
- Responsible for accurate “away” message on incoming parish phone line.

3. New Parishioners/Parish Registration

- Register new parishioners in ParishSupport database.
- Keep ParishSupport current with parishioner information.

4. Church Bulletin/Mass Needs

- Prepare weekly Sunday bulletin. 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
- Follow up with emails and 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.

6. Other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Three to five years of general office experience to include the use of office software and interacting with the public.

Skills / Knowledge: Must be proficient in using Microsoft Word and Excel; contribution database software; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; 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. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE