

Secretary and Receptionist

Christ the King Parish

including Immaculate Conception Partnered Parish and associated Cemeteries.

Job Description

Title:	Secretary	Incumbent:	
Report to:	Pastor	Incumbent Signature:	_____
Work Hours:	Part Time: 20 hr/wk		
Approved by:	Rev. Johnathan Schmolt		
Approved by Signature:	_____	Hire Date:	

I. OBJECTIVE:

To welcome visitors and parishioners and work to fulfill their requests; to maintain parish and cemetery records; and to provide clerical support for Christ the King Parish.

II. RESPONSIBILITIES:

Secretary:

A) Welcome:

- a. Be present in the parish office during office hours to assist office visitors by providing information, collecting information to communicate, and direct the person to the proper staff or service.
- b. Answers the telephone; screens calls, forwards calls and/or records and forwards messages.
- c. Answer other electronic methods for general parish correspondence (ex. email).
- d. Maintains and disseminates the parish calendar.

B) Records: Parish and Cemeteries

- a. Maintain physical and electronic security of all parish and cemetery records.
- b. Parishioner Records
 - i. Maintain Census information in the census program.
 - ii. Log Parishioner Donations in the census program.
 - iii. Sacramental Information (census program and log books); creates sacramental certificates.
 - iv. Log and schedule Mass Intentions (log book)
- c. Parish Cemetery Records (6 cemeteries)
 - i. Sells graves, produces deeds, and records financial transactions.
 - ii. Maintains all cemetery records: paper file, and death register book.
 - iii. Provide burial information to the public as requested.

C) Other Duties

- a. Coordinates the Catholic Services Appeal and other financial campaigns.
- b. Creates Prayers of the Faithful for Sunday and Holydays.

- c. Types forms, letters, and other documents for pastor or parish.
- d. Maintains parish files (filing, and retrieving) except financial information which is maintained by the Bookkeeper.
- e. Collates and photocopies materials as necessary.
- f. Purchases and maintains office supplies.
- g. Distributes mail and packages when Pastor is unavailable.
- h. Creates the schedules for
 - i. 1st Friday calls and those in nursing homes
 - ii. Liturgical Ministers (Altar Server, Lector, etc.)
 - iii. Money counters
- i. Prepares annual census report for Diocese of Erie.

Parish Staff:

- Performs all jobs in a time efficient manner, multitasking if possible.
- Performs these duties by following the procedures specified by the Pastor.
- Maintains confidentiality of all parishioner records which includes financial contribution information.
- Complies with all parish policies as listed in the Employee Handbook and applicable Diocese of Erie policies.
- Participates in any staff meeting including meetings organized for staff faith development (retreat).
- Completes any other tasks as instructed by the Pastor to fulfill Section I above.

III. QUALIFICATIONS:

Education:

An associate's degree or equivalent education with an area of concentration applicable for producing professional correspondence and coordinating an office.

Preferred Experience:

Five years in secretarial or related work.

IV. COMPETENCIES:

1. Ability to establish and maintain a positive and professional relationship with a diverse culture of parishioners, the needy, visitors, and co-workers.
2. Ability to view one's work as a ministry to those with whom the person has daily contact.
3. Honest and trustworthy.
4. Physically able to perform the duties as requested and as defined in Section II above. In particular, the ability to type, follow office procedures, and a working knowledge of business English.
5. Ability to organize, effectively document, and routinely update information; and the ability to apply procedures to work problems and situations.
6. Familiarity with the Roman Catholic faith: its practices, terminology, and procedures.
7. Demonstrate an awareness of job safety at all times.

V. PHYSICAL CAPABILITIES:

1. Must be able to move a case of paper, be able to type and stock shelves.