

PARISH SECRETARY

- HOURS:** Hourly, non-exempt, *open to part-time shared*
- RESPONSIBILITIES:** Primary responsibilities include but are not limited to:
Reception/corresponding between staff and parish/
Sacramental Registry/Written Correspondence/Parish Weekly Bulletin
- QUALIFICATIONS:** Candidates for the position of Parish Secretary should have good people skills, pleasant phone voice and manners, typing experience, computer literacy (including a good knowledge of Microsoft Office Programs including Microsoft Publisher), and be proficient in office clerical skills.
- DUTIES:**

Reception:

1. Be responsible for answering all incoming calls/visitors to the parish office. This includes:
 - a. Recording of voice mail messages for general greetings, Mass schedules, holidays / holy day/funeral messages
 - b. Maintain entire telephone system-set up for new voice mails etc.
 - c. Answering all calls that are not automatically connected to a member of the staff and either re-directing the calls to an appropriate staff member or assisting the caller directly.
 - d. Answering general inquiries about weddings, funerals, and baptisms & other parish sponsored events
2. Greet all visitors to the parish office and direct them to the appropriate staff member for assistance.
3. Send out census forms to individuals who want to join the church.

Parish Bulletin

Be responsible for collecting information, formatting, and publishing the weekly parish bulletin.

Administrative Assistance:

1. Provide administrative support to the priests & deacons in the processing of baptisms, marriages, funerals, annulments and all matters pertaining to the parish.
2. Provide Administrative Assistance for staff as needed
3. Assist /communicate with all departments regarding events
4. Prepare Staff Meeting Agenda-record minutes when necessary
5. Coordinate Volunteers when needed

Sacramental

1. Baptisms

- a. Search for baptism historical records.
- b. Type baptism certificates copies as request.
- c. Type letters for parishioners who are asked to be sponsors.
- d. Collect and give baptism forms to a volunteer to record the baptism event, type the church's baptism certificates, and mailing the certificates to the parties involved.
- e. Give any stipends to the accountant whenever stipends are involved.

2. Marriage

- a. Refer couples seeking Marriage Preparation to Marriage Coordinator
- b. Research Marriage files when requested by Diocese

3. Funerals:

- a. Find out the date and time of the funeral.
- b. Check the computer for availability of the church.
- c. Check with priest for availability.
- d. Collect pertinent information on the deceased and the person responsible for making arrangements.
- e. Inform the responsible person about music and refer him/her to the Music Director.
- f. If a reception at the church is requested, notify the funeral volunteer coordinator(s) to check if they can coordinate it. If the family is doing it, welcome them to use the Social Room and make their own arrangements. Notify the Sacristan.

Annulments:

Refer to deacons to assist couple

Office Equipment

Coordinate the maintenance of the office equipment (copier, fax machine, printers, front office computer, typewriter, and phone system) with the vendor suppliers.

- a. Imaging Plus-Copy Machine
- b. Contact Pitney Bowes for resetting the postage meter and to purchase supplies as needed
- c. Contact Golden Telecom for technical support and maintenance of the phone equipment and voice mail system.

Maintain the inventory of office supplies, such as toners, copying paper, writing pads, pens/pencils, envelopes, stationery and forms from the Diocese office, and ordering them as needed.

Assist with parish mailings

Be responsible for parish office opening procedures, such as unlocking doors, turning on telephones, getting and distributing messages, and turning on office equipment, as needed.

Pick up, sort and distribute mail.

Please send resume to:

Deacon Peter Hodsdon

deaconpeter@stjames-stleo.com