

## Position Description

**Position Title:** Parish Secretary for St. Agnes and Sacred Heart Catholic Church Cluster

**Reports to:** Pastor

**Office:** 210 Division Street, Walker, MN 56484

**FLSA status:** Non-exempt.

**Prepared by:** Fr. Timothy Lange

**Prepared date:** October 4, 2017; Revised January 31<sup>st</sup>, 2018.

**Work Schedule:** Monday-Thursday, 8:30am to 1pm. Occasional other hours, not to exceed 19 hours/week or 34 hours per bi-monthly pay period.

### **Summary of position:**

Assist pastor and parish cluster staff with administrative and clerical requests as well as telephone and front desk reception for parish cluster office; secretarial support in all areas. Maintain parishioner records; prepare weekly church bulletin and process for distribution.

### **Essential Duties and Responsibilities:**

- **People:**
  - Be a welcoming presence as “first line” for parishioners and visitors to parish office.
  - Be professional and courteous in balancing parishioner needs and requests with office duties
- **Communications:**
  - Prepare and distribute weekly Church bulletin, timetable of inserts, meeting deadlines, etc., as required.
  - Maintain routine parish correspondence via mail, emails.
  - Prepare and deliver outgoing mail; Pick-up and distribute incoming mail on a daily basis.
  - Coordinate information for baptisms, funerals, weddings, and registration of new parishioners
  - Prepare weekly Announcements for Mass.
  - Prepare flyers, programs, etc., as needed for parish staff, including UCA appeal materials.
  - Maintain parish cluster calendar of activities for buildings’ use with notifications to custodial staff as necessary.
  - Maintain St. Agnes bulletin board with updated information on a weekly basis and coordinate with Sacred Heart for bulletin boards there.
  - Maintenance of, and updates for, Parish website.
  - Assist parish ministry leaders as needed and *as time allows*, i.e., CCW, Angels, Knights of Columbus, Faith Formation, St. Vincent de Paul, Magnificat, etc.
- **Records and Registry:**
  - Maintain up-to-date parishioner records for general parish mailings (new parish members, existing parish members, and parish members who move or are deceased.)
  - Prepare certificates for sacraments as needed and mail sacramental notifications; record in sacramental registers; complete and process annual sacramental reports for Diocese
  - Schedule and maintain record of Mass Intentions.
  - Prepare and maintain Resource Manual and Procedural Manual
- **Miscellaneous:**
  - Perform other duties as requested by Pastor.
  - Order office supplies and equipment supplies; maintain meter readings for copiers; contact for office equipment; order sacramental supplies as needed; janitorial and paper supplies as needed and requested.
  - Work with telephone, IT person as well as copier suppliers on problem-solving and supply ordering, as needed.

**Qualifications:**

- **Education, Training, and/or Experience**
  - High School Diploma or equivalent
  - Experience with Microsoft Excel, Word, Publisher, Outlook
  - Experience with Google calendars, docs, sheets.
  - General computer experience.
  - Experience with secretarial duties (preferred).
- **Knowledge, Skills, and/or Abilities**
  - General knowledge of the Catholic Faith.
  - Skills in public relations, organization, and collaboration.
  - Ability to follow up oral and written instructions; adapt to changing schedules, priorities and environments.
  - Ability to answer telephones, to learn and use computer programs, update financial and parish records.
  - Ability to establish and maintain harmonious working relationships with other employees, church members, and the public.
  - Ability to read, speak, hear, and write English in order to communicate with co-workers and others.
  - Intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
  - Ability to type proficiently and write legibly.
- **Demonstrated reliability and strong work ethic.**
- Successfully pass a criminal background check
- **Licenses:** Possession of a valid Driver’s License.

**Physical Demands:**

- (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear.
- The employee must occasionally lift and/or move objects up to 45 pounds.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**Work environment**

- The environment is a traditional office setting with individual work space.
- While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.
- Some travel is expected. Weekend and evening work may be required.

**ACKNOWLEDGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_