

ARCHDIOCESE OF KANSAS CITY IN KANSAS

# CHRIST THE KING CATHOLIC CHURCH

## JOB DESCRIPTION – PARISH SECRETARY

POSITION NAME: Parish Secretary	OFFICE: Reception
REPORTS TO: Pastor	DEPARTMENT: N/A
CLASSIFICATION: Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/>	CURRENT EMPLOYEE:

**JOB SUMMARY:** The parish secretary serves the parish as a hospitable point of contact for the needs of parishioners, oversees parish communication, receives and records donations, and handles general organization processes within the parish office. The parish secretary also serves the pastor as a personal assistant.

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

*The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. Essential functions must be performed by the individual in the position, with or without reasonable accommodations. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*

**The parish secretary is the face and voice parishioners first encounter, and serves as the representative of the pastor and parish. Therefore, the parish secretary:**

1. Handles parish business with courtesy and professionalism, with a spirit of servant leadership
2. Organizes the parish office, generating consistent processes for the handling of information and church events, and maintains stock of office and maintenance supplies
3. Answers the door, incoming phone calls, and digital communications in English and Spanish, assisting parishioners with their needs or making appropriate referrals
4. Serves as interpreter for parish business
5. Prepares paperwork for baptismal preparation, marriage preparation, and XV años ceremonies, communicating to parishioners the requirements that must be completed for these events, and assisting them to complete those requirements
6. Maintains sacramental records for the parish archives, including notification of sacraments received by parishioners at other parishes, and prepares certificates for those requesting them
7. Notifies other parishes of sacraments received at Christ the King within one month

8. Mails bulletins to homebound parishioners who request them
9. Registers new parishioners and maintains the parish databases with current parishioner information and parishioner envelopes
10. Schedules Mass intentions requested by parishioners
11. Prepares and distributes weekly pulpit announcements for all Masses
12. Prepares the weekly parish bulletin, gathering submissions from other parish staff, and submits them for publication to the bulletin printing company by the specified deadline
13. Sorts incoming mail, delivering parish mail to pastor and other mail to proper destination
14. Receives donations made to the church in person or by mail, sorts them properly, and records them in the receptionist ledger
15. Sends annual summary statement of contributions to benefactors for tax deduction purposes
16. Prepares collection bags, general intercessions, and announcements in the sacristy for Sunday or holy day Masses
17. Records memorials and sends notices and acknowledgments to benefactors
18. Handles all bulk mailing for the parish
19. Attends weekly staff meetings, preparing relevant information and updates on assigned tasks beforehand
20. Posts timely and relevant information on parish website (ctkkcks.org)
21. Maintains hospitable cleanliness and décor of reception area as needed (supplemental to regular cleaning by housekeeping)
22. Coordinates maintenance and upgrades of office equipment, computers, and phones
23. Maintains stocks of liturgical supplies such as altar wine, incense, and church décor (flowers, seasonal items, etc.)
24. Serves as the pastor's personal assistant, making known to him the needs of employees and parishioners, coordinating appointments, contacting Archdiocesan offices or representatives as needed, and otherwise fulfilling duties as assigned by the pastor

#### **OTHER DUTIES:**

1. Assist the DRE and sacristans with organizational duties as needed (such as registration, communication, volunteer recruitment)
2. Recruit, coordinate, and oversee count teams for weekly parish collections
3. Create and distribute liturgical minister schedules for sacristans, lectors, EMHCs, musicians/choirs, and greeters, and publish them in the weekly bulletin
4. Publish parish information and announcements on social media and Telegram
5. Learn about Catholic teaching and practice to allow for growth in professional competence
6. Serve as parish VIRTUS coordinator, and comply with monthly training bulletins

**SPECIFIC JOB SKILLS:** The incumbent is highly organized, fluent in written and spoken English and Spanish, knowledgeable about Catholic teaching and practice in matters relevant to completion of duties, and courteous and professional demeanor when working with the public.

**EDUCATION AND/OR EXPERIENCE:** No special educational or work experience is needed beyond fluency in written and spoke English and Spanish, and experience in organizing office work. Training for knowledge of processes and information specific to the Church will be provided on the job.

**PHYSICAL DEMANDS:** Answering door, receiving packages, movement through rectory office and church building, light physical lifting involved in organizational duties in office and church.

**WORKING ENVIRONMENT:** The parish secretary works primarily in the reception area of the parish office and in the church itself. The secretary is to be provided with all the hardware, software, and training to accomplish the tasks detailed above.

**PRIVACY:** The secretary is to maintain complete confidentiality of parishioner data and information at all times, save in cases of endangerment of life or limb.

**FIDELITY TO CHURCH TEACHINGS:** Since this position is a visible representative of the Catholic Church, it is necessary that the incumbent be a practicing Catholic, registered in a Catholic parish or Catholic faith community, and embrace in word and in deed the Church’s teachings on faith and morals as articulated by the Church’s magisterium.

**SUPERVISES:** Liturgical coordinators, office volunteers, money counting teams

**COMPENSATION:** Negotiable based on background, language fluency, and experience.

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Employee Signature	Date	Supervisor Signature	Date
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