

PARISH OFFICE SECRETARY (2/3) / RELIGIOUS FORMATION ASSISTANT (1/3)
28 April 2021

I. IDENTIFYING INFORMATION

Status: Fulltime, Non-Exempt
Coordinates with: Director of Administrative Services, Administrative Assistant; Director of Child/Family Formation; Youth Formation Coordinator
Responsible to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

1. To provide administrative support to the parish office (in coordination with the parish office administrative assistant) and Religious Formation Department through the maintenance of records, the provision of secretarial services, and assistance with projects.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

A. General office

- Types and submits weekly bulletin
- Admits and provides assistance to visitors
- Answers and directs incoming calls and takes messages
- Sorts and distributes the mail
- Maintains parish office and formation department files
- Distributes and collects keys as needed
- Oversees inventory and ordering of office supplies
- Keeps facilities schedule updated in book and on website
- Types and mails sacramental certificates and sends notification letters to parish of baptism
- Submits payroll information by email and distributes paychecks

B. Records and financials

- Maintains parish census records (e.g., adds families, updates records)
- Oversees registration of new parish members
- Transfers weekend collections to parish office / money counters
- Recruits, trains, and schedules money counters
- Posts deposits from Sunday and Holy Day collections
- Records stewardship donations
- Posts deposits to ledger and makes copies
- Maintains deposit record in cash journal
- Prints out financial / address / stewardship reports as needed
- Maintains parish Mass Book and schedules intentions for parishioners and *pro populo* masses
- Assists with reconciliation and deposit of mass intentions
- Schedules parish rooms and maintains room reservation book
- Maintains sacramental records
- Maintains accurate formation department fee schedules and handles the collection/recording of fees
- Collects, records, and submits all formation payments to the parish office
- Oversees the process of formation-student registration both on-line and in person
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C. Other

- Communicates with funeral homes about funeral arrangements
- Coordinates with Bereavement Committee about funerals, as needed
- Provides assistance on projects as needed
- Assists with retreat days, special sessions, and family gatherings
- Secures substitute catechists

Job Description: Parish Office Secretary / Religious Formation Assistant

IV. REQUIRED POSITION-SPECIFIC SKILLS AND ABILITIES

- Ability to navigate the PDS record system, the parish website and app, and parish social media sites
- Good communication skills
- Experience with record-keeping, filing, and typing
- Ability to perform tasks with minimal supervision

V. ADA PHYSICAL REQUIREMENTS*

- The employee is regularly required to sit, stand, walk, see, talk, and hear
- The employee is frequently required to sit for extended periods, use hands, and reach with hands and arms.
- Close vision is required for paperwork and computer use
- Must be able to utilize computer keyboard, monitor, printer, copier, and telephone
- Must be able to function in an office environment and use standard office equipment
- Must have the ability to lift 20 pounds

VI. WORK ENVIRONMENT AND AVAILABILITY

- Office / School environment
- Flexible schedule. Must be available during Monday evening formation sessions. Evening and weekend hours occasionally required.
- Employment contingent upon archdiocesan Safeguarding training and background check

*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 the essential functions.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and are not exhaustive of the tasks that an employee may be required to perform. St. Matthew Parish reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business and/or work environment change.