

PARISH SECRETARY

St. Mother Teresa of Calcutta, Winchester, CA
Full time: 35 hours per week /Pay Rate \$17.50/hour

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities

POSITION SUMMARY:

The Parish Secretary provides clerical and administrative support to Pastor, Parochial Vicar, Staff, and Parishioners and assists in daily office operations. Ability to interact in a professional manner with office staff, parishioners, and the public. Welcomes and greets people by phone and in person and provides customer service as well as parish and ministry information, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Prepares correspondence for the Pastor, Parochial Vicar, and Business Manager as needed.
- Processes new parishioner registration forms, assigns registration numbers, inputs data in ParishSoft, prepares the Pastor's "Welcome Letter," creates welcome packets, and mails materials to new parishioners.
- Ensures efficient, timely, and accurate data entry of all parishioner registrations and address changes in ParishSoft; uploads registration data to OSV Envelope Manager and Flocknote.
- Enters event requests into the Master Calendar and confirms reservations.
- Maintains ParishSoft database as needed.
- Prepares year-end tax statements for parishioners upon request.
- Orders offertory envelopes for new and current parishioners.
- Recruits and trains office volunteers to support the parish office. Manages the Receptionist Coordinator to ensure volunteer scheduling and completion of Safe Environment training and Live Scan requirements prior to service.
- Screens emergency and anointing calls and assigns them appropriately to priests.
- Distributes incoming mail daily and maintains a supply of general postage stamps for office use.
- Maintains and reconciles the Mass Intention request book; confirms Mass dates and times with requestors.
- Prepares and distributes daily and Sunday Prayers of the Faithful.
- Prepares weekend pulpit announcements in English and Spanish.
- Updates the ministry leaders list in Flocknote as needed.
- Creates agendas and takes/transcribes minutes for Staff and Ministry Leader Meetings.
- Prepares binders and materials for lectors and clergy for special Masses (Palm Sunday, Christmas, Easter, etc.).
- Assists the Business Manager with updates to the Ministry Leaders Handbook and meeting preparation.
- Attends staff meetings, diocesan trainings, and workshops as required.
- Performs other duties as assigned.

REQUIRED ATTRIBUTES:

- Demonstrates flexibility in meeting parish needs.
- Maintains confidentiality and ethical standards; serves as a trusted parish representative.
- Exhibits hospitality and professionalism in all interactions.
- Provides excellent customer service to parishioners and families.
- Collaborates effectively with staff and volunteers to promote teamwork.
- Follows policies and procedures established by the Bishop, Pastor, and Diocesan Offices.
- Engages in ongoing training to enhance effectiveness in the role.

SKILLS AND EXPERIENCE REQUIRED:

- Minimum high school education; bachelor's degree preferred.
- At least three (3) years of administrative or clerical experience in a customer-facing role; one (1) year in a parish office preferred.
- Strong computer and organizational skills with the ability to multitask.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality in all matters.
- Understanding of Church ministry preferred.
- Bilingual and biliterate (English–Spanish) preferred.

PHYSICAL REQUIREMENTS:

Includes but is not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, pushing pulling and carrying up to 40 lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Eileen Salazar

Human Resources Generalist

Diocesan Pastoral Center

1201 E. Highland Ave.

San Bernardino, CA 92404

Email: esalazar@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.