


# Saint Andrew

Anchored in Faith  Catholic Church and School

## Parish Secretary/Receptionist Job Description

Position Title: Secretary

Date: August 1, 2022

FLSA: Non-Exempt/Staff  
Thirty-five (35) hours per week, 8:00 AM – 3:30 PM  
Can include evenings and weekend as required or needed  
Eligible for Benefits

Reports to: Parish Business Administrator

Receives direction from: Parish Business Administrator, Pastor

Provide point-of-first-contact with visitors to the parish office as well as callers. Additionally, the secretary assists the people of the parish and the parish staff and their ministries by providing organization (parish calendar), communication (parish bulletin and mailings) and clerical support as requested.

All employees of the church and school are employees of the Church of Saint Andrew. Employment in and by the Catholic Church is substantially different from secular employment. Catholic Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Catholic Church, such that it can embarrass the Church or give rise to scandal.

## Representative Duties and Responsibilities

- I. Receptionist Duties
  - a. Maintain the Waiting Area and Secretary's Office in accordance with the standards of comparable business environments with particular attention to neatness, organization, and hospitality.
  - b. Welcome all persons coming to the Parish Office in a professional and courteous manner and direct them to the appropriate staff member or meeting area.
  - c. Answer the office telephone in a professional manner, forward calls for staff members and answer general questions confidently, competently and correctly.
  - d. Manage and maintain the parish phone system's voice mail component for general mailboxes

- and main greetings and provide instruction to staff members with questions on the use of the phone system. Insure that callers placed on “Hold” are listening to appropriate music.
2. Secretarial Functions
    - a. Maintain the Parish Database
      - i. Assure parish families information is updated and current
      - ii. Notify OSV for contribution envelope updates
      - iii. Notify St. Cloud Visitor for Parishioner Updates, including the Spanish version of the St. Cloud Visitor
      - iv. Update Constant Contact email addresses.
    - b. Sunday Contributions
      - i. Train, observe and assist the Money Counters.
      - ii. Enter Sunday offering donations and verify accuracy in the database.
    - c. Prepare the weekly Parish Bulletin
      - i. Receive and organize bulletin notices from both within and outside of the parish.
      - ii. Complete bulletin preparation on a timely basis and transmit to the publishing company.
      - iii. Serve as liaison between parish and bulletin publishing company and assist in renewal/competitive bidding process for new contracts as required.
      - iv. Recruit and coordinate volunteers for stuffing inserts into the weekly bulletin and for parish mailings as necessary.
    - d. Manage the Parish Calendar assuring accuracy and clarity including dates, times and locations and publish as required.
      - i. Handle scheduling for parish activities avoiding conflicts and utilizing space most efficiently.
      - ii. Print a Room Assignment form and place outside each room in the sign holder.
      - iii. Print calendars for staff review at monthly all-staff meetings.
    - e. Sacramental Information and Recordkeeping
      - i. Assist parents with scheduling the baptism prep class, schedule baptisms, and record necessary information. Prepare baptismal certificates for those celebrating baptism in advance of their occurrence.
      - ii. Wedding Preparation: Score Fully Engaged Inventory and ensure all Wedding Prep information is received, and assign to whomever will complete the wedding prep.
        1. Publish Wedding Banns in bulletin for 3 weeks in advance of wedding.
        2. Record wedding dates in the wedding list document on the pastors shared drive.
        3. Insure appropriate and timely notices of sacramental celebrations are sent to parishes-of-baptism for Matrimony.
      - iii. Maintain, update, and insure proper storage of the sacramental registry and funeral records of the parish on a timely basis.
      - iv. Furnish copies to persons requesting their own sacramental records.
    - f. Create worship aids for funerals
    - g. Coordinate parish-wide mailings as requested. Update bulk mail program “Postage Saver”.
    - h. Receive and distribute incoming mail and post outgoing.
    - i. Schedule Mass Intentions when requested by parishioners and collect the associated fees. Record on Mass intention spreadsheet. Turn in to Parish Administrator. Keep track of Mass

Intentions already scheduled and denote when Mass has been celebrated. Reschedule if scheduled Mass is canceled due to funeral, etc.

- j. Print Shop
  - i. Assist staff as requested with the operation of the various office machines.
  - ii. Arrange for service of the machines as needed.
  - iii. Insure that sufficient general office supplies are always on hand.
  - iv. Organize and monitor the inventory of parish stationary and inform Parish Business Administrator when stock requires replenishing.
  - v. Insure the cleanliness and organization of the work area.
- k. Website
  - i. Maintain and keep the website fresh and current; Learn new website. Review and notify the correct personnel to make any changes.
  - ii. Update the online calendar Google Calendar with appropriate events for the website.
- l. Bookkeeping Duties
  - i. Maintain expenditures for the Parish Festival.
  - ii. Reconcile the Parish Bank Statements
- m. Maintain and organize the Coffee Sales
- n. Coordinate Hospitality Sundays with volunteers and groups, including the Cookie Ministry.
- o. Manage the kiosk located in the Gathering Space and the bulletin boards to include posting new material, filling vacant slots, removing dated and/or unauthorized materials.
- p. Maintain an adequate supply of Welcome Packets for new parishioners to include all the most current inserts from parish groups, ministries, and organizations.
  - i. Secretary will maintain/develop computer files of all inserts and be responsible for supplying new copies when revisions take place.
  - ii. Maintain the Ministry directory, once updated, print for Welcome Packets and place a pdf online.

The responsibilities listed above are considered essential functions of the job. They are representative of the position and not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents, including but not limited to policy handbooks, codes of conduct, Church procedures, etc.

## QUALIFICATIONS

1. High School diploma or GED is required.
2. Ability to pass background check and complete initial training
3. Ability to communicate effectively with students, parents/guardians, staff and the public in a professional manner that represents Saint Andrew Catholic Church
4. Ability and desire to work as a team player with Saint Andrew Catholic School faculty/staff and Parish staff.
5. Must be an active, practicing Catholic and in good standing with the church.

## MENTAL DEMANDS

1. Be able to follow instructions and to work independently on routine and regular responsibilities to accomplish tasks within appropriate timelines.

2. Be proficient in the use of a computer, printer, and other common office technology and equipment.
3. Respect and maintain the confidentiality of parishioners, staff, families, and co-workers, acting with honesty and integrity.
4. Work well with others, maintaining a positive and helpful attitude at all times.
5. Communicate effectively with parents/guardians, staff, administrator, and community.
6. Active, knowledgeable, and supportive of the Catholic faith as a witness to the community, and of the mission of Catholic schools.
7. Be able to manage and maintain a classroom environment for learning while dealing with students effectively.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Work an average of thirty-five (35) hours per week (or comparable hours for less than full time employees).
2. Be able to walk, stand, and sit, for extended periods of time both indoors and outdoors on both even and uneven surfaces.
3. Be able to move throughout the building easily and quickly.
4. Be able to respond to students, parents/guardians and staff relative to their immediate needs.
5. Be able to speak, see, hear, and respond to students, parents/guardians and staff at all times.
6. Be able to lift and carry up to 30 pounds using proper techniques.

The physical demands and working conditions are listed above are considered essential to the performance of the position.

I have reviewed and understand this job description, agree it is an accurate representation of the responsibilities of my job, and understand that it is subject to change according to the needs of Saint Andrew Catholic Church and School.

I have reviewed and understand this job description and also understand that it is subject to change according to the needs of the parish and parish school.

Incumbent/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Manager Signature \_\_\_\_\_ Date \_\_\_\_\_