

JOB DESCRIPTION

Position Title: Parish Secretary	Status: Non-Exempt
Department:	Rank:
Supervisor's Title: Pastor or Business Manager	Approval Date:
Revised:	Compensation Review:

Job Summary:

The parish secretary function is to facilitate the work of the parish by performing various receptionist and secretarial duties.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills, & Abilities:

Knowledge

- Requires a minimum of a high school diploma or equivalent
- Experience with Microsoft Office Suite, and use of office machines required, as well as a comprehensive knowledge of grammar, spelling, and punctuation

Skills & Abilities

- Excellent written and verbal communication skills.
- Professional interpersonal skills, including listening.
- Proficient computer skills; Including Microsoft Office Suite.
- Ability to maintain confidentiality a must.
- Must be able to provide a welcoming atmosphere for visitors, projecting a professional and caring manner
- Detail-oriented
- Possess the ability to multi-task and be organized
- Must be willing to interact with diverse group of people

Duties and Responsibilities:

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.

Office Area:

- Performs receptionist duties by answering telephones and directing callers and visitors to the appropriate person or area
- Provides administrative duties for the pastor/parish director and professional staff
- Processes both incoming and outgoing mail
- Coordinates and prepares parish bulk mailings
- Updates parish master calendar
- Files correspondence, reports, minutes and other data as requested
- Schedules mass intentions
- May oversee volunteer money counters
- Maintains parish sacramental registries
- Provide background clerical work for parish events as requested

Communications Area:

- Prepares parish bulletin and assists in parish newsletter clerical duties
- Maintains parish bulletin boards and outdoor signage
- Assists pastor/parish director and professional staff in the preparations for, and implementation of special events
- Performs other duties as assigned by the pastor/parish director and professional staff

Parishioner Data Area:

- Enters new parishioner and updates existing parishioner data into parish census program
- Collects information given to new parishioners
- Creates census data reports as needed for other staff members
- Sends parishioner update data to Diocesan offices
- May post parish contributions and mail contribution statements

ADA

Physical/Visual/Mental Demands:

Position requires the ability to react to fast paced and demanding environment; verbally converse with individuals; climb stairs and sit for extended periods of time; move and lift objects of 20 to 30 pounds. Requires use of office equipment including telephone, personal computer, keyboard, copier and fax machines. Must be able to work with complicated and sometimes stressful situations.

Typical Working Conditions:

Work is performed in an office environment. Substantial amount of contact with employees and visitors. Normal work hours would be Monday through Friday between 8:00 a.m. and 4:30 p.m.

Nature of Supervision Received:

Work is performed under the direct supervision of the Pastor. Position requires the ability to work both independently and in cooperation with other support staff, to accomplish specific tasks assigned in a timely manner meeting various deadlines.

Judgment Exercised/Decisions Made:

Decisions are generally routine in nature. Must maintain professionalism and confidentiality at all times.

Financial Responsibility:

Responsible for effective use of time and budgeted resources.

Supervision Exercised/Number of Employees Supervised:

None

Signature _____ Date _____