

**Holy Apostles Parish of Ruth  
St. Isidore Parish of Parisville  
Job Description**

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NAME:

**TITLE:** Parish Secretary

**Date: November 2024**

**SUPERVISOR:** Pastor/Parochial Administrator

**STATUS:** Part-Time 2, Non-Exempt, Hourly (*up to 19 hours per week*)

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**GENERAL DESCRIPTION**

The parish secretary provides a welcoming extension of the evangelization efforts of the faith community, while assuming the clerical, administrative, and organizational support to the staff, parishioners, and community.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provide exceptional hospitality in greeting guests and provides assistance to their needs
- Answer the telephone, take messages, and respond to requests in a timely manner
- Review and respond to emails
- Collect mail from Post Office, review and distribute as needed
- Order office and Church supplies and distribute
- Maintain and prepare all parish records, sacramental records and notify other parishes of the sacramental records and prepare duplicate certificates as requested
- Funeral arrangements to be managed and information to be recorded
- Work with Sextons on cemeteries and keep all records
- Maintain parish calendar
- Prepare weekly bulletin and distribute
- Prepare Ministry Schedule for Lectors, Extraordinary Ministers of the Holy Communion
- Prepare binders for Marriages, Funerals and special services
- Ensure quarterly and annual water sample tests
- Perform other duties as assigned by the Pastor/Parochial Administrator

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Pastor/Parochial Administrator
- Maintain professional work relationships with parish staff and volunteers
- Communicate and collaborate with the Pastor, bookkeeper, other staff members, and parishioners to facilitate an efficient operation of the Parish Office
- Adhere to federal and state labor laws and employment practices
- Attend after-hours parish meetings as needed

**QUALIFICATIONS & SKILLS**

**Education:** High School degree required with additional education in office or business preferred.

**Experience:** Three years prior secretarial/office professional experience preferred

**Job Related Skills:** Excellent verbal and written communications skills; ability to use standard office equipment with excellent computer skills (including knowledge of

Microsoft Office and Excel); must have the ability to self-start, multi-task and prioritize projects; must be able to work independently without supervision

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours (9 AM – 1 PM); evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work. Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

### **JOB DESCRIPTION REVIEW AND ACCEPTANCE**

This is a brief description of the secretarial position. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

### **SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_