

**Saint John Vianney Parish of Saginaw  
Job Description**

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**NAME:** \_\_\_\_\_ **DATE:** March 2025  
**JOB TITLE:** Parish Secretary  
**SUPERVISOR:** Pastor/Parochial Administrator  
**STATUS:** Part Time 2, Non-Exempt, Hourly (*up to 16 hours per week*)

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**GENERAL DESCRIPTION**

The secretary for Saint John Vianney Parish of Saginaw 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**

- Assists the Pastor/Parochial Administrator in performing their duties as required for quality ministry to the people
- Provides exceptional hospitality in greeting guests and provides assistance to their needs
- Answers the telephone, take messages, and/or refer caller to appropriate person
- Maintains parish calendars
- Maintains and prepares all parish and sacramental records – Creates, prints and mails records as requested
- Notifies other parishes of sacramental records and prepare duplicate certificates as requested
- Maintains Mass intention book
- Responsible for booking meeting rooms for various groups / commissions
- Organizes the money counter teams and oversees money counting
- Keeps records and purchases office, liturgical and parish supplies as needed
- Reviews and manages MCC Loss Prevention policy / repairs
- Perform other duties as assigned by the Pastor/Parochial Administrator

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports directly to the Pastor/Parochial Administrator
- Communicate and collaborate with the Pastor/Parochial Administrator, bookkeeper, Communication Specialist, other staff members, and parishioners to facilitate an efficient operation of the Parish Office

**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:** Monday and Wednesday work hours (9:00 am – 3:00 pm), Friday work hours (9:00 am – 1:00 pm)
- **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.
- A 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**

I understand this job description and its requirements. 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: \_\_\_\_\_