

St. John of God – Job Description

May 1, 2019

Position Title: Parish Secretary

Employment Status: Part Time, Non-Exempt

Directly Responsible To: Pastoral Administrator or Administration

Job Qualifications:

- Ability to work independently.
- Self-motivated and self-directed.
- Ability to organize and arrange priorities.
- High level of discretion, integrity and sense of confidentiality.
- Effective written and verbal communication skills.
- Exercise courtesy and respect to fellow employees, parishioners and the general public.

Principal Duties and Responsibilities:

- Perform the full range of administrative/secretarial job responsibilities required for the parish office (See Addendum).
- Develop/maintain office record-keeping systems to include but not limited to new parishioner registration, sacramental recordings of baptism, marriage, funerals and Mass requests.
- Prepare/process regular and bulk mailings.
- Screen and distribute incoming mail and related materials.
- Prepare and produce weekly bulletins and other inserts that may be identified.
- Oversee office supplies, inventory and equipment.
- Identify and maintain petty cash funds for deposit, that may be received as sacramental offerings, Mass offerings, rental payments/deposits, miscellaneous contributions received in the office, etc.
- Perform a full range of office functions including greeting and referring parishioners and visitors.

- Parish facilities use and rental, to include cleaning deposits, will be as directed and in accordance with the “Parish Facilities Use Schedule” (see addendum) that may be amended from time to time.

Work Hours: Up to 3.0 hours per day, 5 days per week. Currently 9:10 AM to 12:10 PM. May be subject to change.