



ST. FRANCIS XAVIER PARISH
SECRETARY
Job Description

December 1, 2016

Accountability: Reports to Pastor and Business Manager

**Supervisory
Responsibility:** None

FLSA Status: Non-exempt

Hours: 19 Hours a week: Part-time Monday, Wednesday and Thursday

General Summary: This position assists with the ministry of the parish by the duties of secretary.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Greets and warmly welcomes parishioners and other visitors, on the phone or walk-ins.
2. Performs secretarial duties for the parish and pastor. Receives and places telephone calls, type's memos and other types of written communication, and processes mail. Greets and refers visitors to the appropriate ministers, services, or agencies. Prepares bulk mailings as needed.
3. Establishes office record-keeping and filing systems. Attends staff meetings and other meetings as requested.
4. Schedules parish facilities. Coordinates the use of keys for facilities.
5. Oversees the timely opening and secure closing of the office each day worked. Ensures that all machines are off, voice mail service is on, windows and doors are locked, lights are turned off and the heat/air conditioning at correct temperature.
6. Oversees the inventory of office supplies and orders materials, supplies or equipment as needed.
7. Coordinates volunteer programs and supervises and trains volunteers as needed for office and other parish projects.

8. Assists in the orientation of new employees.
9. Gathers invoices, reimbursement reports, and deposit slips and submits them to bookkeeper for payment.
10. Gathers funds brought into the parish office and gives them to the collection counters for deposit.
11. Submits payroll reporting forms for all hourly employees to Business Manager.
12. Prepares and produces the weekly bulletin.
13. Updates parish census records.
14. Maintains the parish offering envelope system.
15. Coordinates scheduling of weddings, funerals, and other events, through Pastor's approval. Assists with funeral preparations, prepares funeral worship aids, and coordinates funeral luncheons.
16. Maintains sacramental record keeping system.
18. Maintains Mass intention book, cards, and collects money.
19. Keeps lobby and reception area neat and orderly.
20. Orders donuts for the third weekend of the month. Maintains records and makes sure that they will be picked up prior to the weekend Masses. Posts hosts/hostesses on calendar and in bulletin.

KNOWLEDGE, SKILLS, AND ABILITIES

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| Education: | High school graduate or equivalent. Additional coursework in business is a plus. |
| Experience: | Minimum of three years of experience as a general secretary preferred. Fluent in using Microsoft Word, Publisher and Excel. ParishSoft Census knowledge is also a plus. |
| Require: | Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality. |
| Physical Demands: | Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday, Wednesday and Thursday, with minimal travel. Employee must be able to lift 40 lbs. |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.