

JOB DESCRIPTION

Job Title: Parish Secretary

Job Holder: Vacant

Job Location:

Reports to: Parish Priest/Administrator

JOB PURPOSE: Briefly describe the overall purpose or function of the job

To provide administrative assistance to the Parish Priest and Parish in the day to day running of the office.

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| 1 | <p><u>General Administration</u></p> <ul style="list-style-type: none"> • As far as is possible the Parish Office should not be left unattended during Public Office hours • Agree to a daily and weekly schedule that should be possible to conclude on a daily and weekly basis • To maintain an easy to manage filing system • Typing of letters and notes • Keeps all existing parish records up to date • Take phone calls and deal with all messages left on parish phone • Receive members of the public/parishioners in the office during office hours • To order supplies, make bookings or phone calls for items and arrangements that are needed for the operation of the parish and the celebration of the liturgy • Ensure all Parish Registers are kept in a safe and secure location • Protect the confidential nature of information contained in Parish registers |
| 2 | <p><u>Mass Preparation</u></p> <ul style="list-style-type: none"> • Take bookings for Mass • Receive and record Mass Stipends • Facilitate in the office the purchase of Mass Cards. • To facilitate the Parish Team with the organising and arranging of all Liturgical celebrations in the parish that require the assistance of the facilities of the parish office • To facilitate, within reason, all who organise various parish ministries and groups and if possible by agreed procedures with those in charge of such groups • To help prepare the distribution of Christmas, Easter and November Dead List envelopes and to record Christmas and Easter Dues • To type daily and weekend Mass intention schedule • Occasionally facilitate the typing of weekend Prayers of the Faithful • Occasionally help with the preparation and printing of the Parish Newsletter |
| 3 | <p><u>Baptisms</u></p> <ul style="list-style-type: none"> • Take bookings for Baptisms • Prepare Certificates and Forms for Baptism Ceremony and Baptism Team • Write up Baptism Register • Issue Baptism certificates |
| 4 | <p><u>Confirmations</u></p> <ul style="list-style-type: none"> • Issue Confirmation certificates • Write up Confirmation register as soon as possible after confirmation ceremony • Notify other parishes of those confirmed in our Parish who were baptised elsewhere • Record confirmation notices from other parishes |
| 5 | <p><u>Weddings</u></p> <ul style="list-style-type: none"> • Take bookings for weddings • Facilitate couples and the priest in getting wedding papers in order for the ceremony |

	<ul style="list-style-type: none"> • Issue Marriage Certificates • Issue Letters of Freedom • Write up Marriage register • File all marriage papers before and after all weddings • Record marriage ceremonies in parish Baptism register where necessary • Notify Church of Baptism of party married in this Parish but not baptised here • Record and return Marriage Notification Forms sent to this Parish from other parishes • Ensure all marriage papers are kept in a safe and proper filing system
6	<u>Funerals</u> <ul style="list-style-type: none"> • Take in funeral arrangements • Write up funeral details
7	<u>Ad Hoc Duties</u> <ul style="list-style-type: none"> • In the event of other staff being employed in the parish, you will be responsible for recording time-keeping and work scheduling as agreed in their contracts • From time to time, liaising with tradesmen for repairs and maintenance

The above contains the main outline of duties. However it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS: *Identify the essential knowledge, skills and behaviours required.*

Knowledge (Education & Related Experience):

- At least five years administrative experience is required
- IT Literate – MS Word, Excel, PowerPoint and Outlook
- Database experience desired and Microsoft publisher
- Some accounts experience
- Customer service experience

Key Behaviours:

- Ability to work on their own and as part of a team
- High level of empathy and is capable of handling sensitive situations
- Excellent organisational skills
- A strong ability to multi task
- Enthusiastic and motivated
- Proactive and uses own initiative
- Flexible
- Ability to take direction

KEY RELATIONSHIPS

Internal

Parish Priest
Parish team

Members of the various committees

External

Parishioners

Members of the public using the church facilities