

Our Lady of Hope Parish
106 E. Wheaton Ave
Clare, MI 48617
989 386-9862

Position: Parish Secretary

Status: Part Time, Non-Exempt, and Hourly

Supervisor: Pastor

Basic Objective

To handle all secretarial services for the parish office and to maintain accurate parish records.

Duties and Responsibilities

General Secretarial

- Prepares correspondence for the parish as needed
- Sorts and distributes parish mail
- Prepares regular and bulk parish mailings
- Assist the business manager with administrative files as needed
- Monitors and orders office supplies as needed
- Operates and oversees maintenance of office equipment
- Oversees entries in the parish calendar to avoid scheduling conflicts
- Attends worship commission meetings to keep accurate liturgical information for the pastor

Telephone

- Answers telephone for the parish office, taking accurate messages
- Greets and welcomes visitors to the parish
- Runs office errands as needed (e.g. post office)
- Handles routine questions about the parish

General Communication

- Coordinates preparation of the weekly parish bulletin
- Coordinates information for baptisms, funerals, weddings, and registration of new parishioners
- Coordinates appropriate information with the Director of pre-school and staff

Recording

- Maintains accurate sacramental records, notifications and certificates
- Maintains accurate records for memorial contributions, mass stipends, and assigning intentions for mass regularly
- Maintains timely supplies such as for Advent, Christmas, Lent, Easter, and at ordinary times of the year
- Maintains regular ordering of Altar Bread and Wine in a timely fashion
- Maintains accurate scheduling of liturgical ministers
- Assists in the recording of weekly envelopes as needed
- Maintains an organized filing system
- Maintains accurate Virtus records for all parish employees and appropriate volunteers
- Maintains all employee record of time both APL and FMLA

Position Requirements

- Must be a practicing member of a Catholic parish
- Must have knowledge of the use of personal computers and word processing
- Must have proficient typing skills
- Must have good communication skills, verbal and written
- Must be able to carry out position duties with minimal supervision
- Must have good hospitality skills
- Must have a general knowledge of the life of a Catholic parish
- Must have the ability to exercise confidentiality on an everyday basis
- Must have the ability to work well with a variety of people

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.

Employee _____ Date _____

Supervisor _____ Date _____