

PARISH SECRETARY

Full-time/Non-Exempt– 40 hours/week

Monday – Friday 8:00 am – 4:00 pm

Reports to Parish Administrator

The parish secretary is a key member of the parish administrative staff, ministering to the members of St. Andrew and the wider community through their work. A team player who approaches each task and challenge with a willing spirit and kind demeanor.

Facilities Scheduling

- Scheduling events and meetings as requested by committees and approved by the parish administrator (no new or outside events without approval of administrator or pastor)
- Schedule rooms for all staff and regular parish activities including but not limited to masses, faith formation classes, preschool classes and special events
- Notifying groups if their event is declined or cancelled (NOTE: all sacramental activity takes precedence in scheduling facilities)

Sacramental records

- All sacramental record keeping required by the diocese in hard copy and in database
- Coordinate parents attending baptism classes and documentation with director of faith formation
- Scheduling weddings with pastor and music director, and coordinating required paperwork for the parish and diocese; attending any necessary training offered by the diocese.
- Assist with scheduling marriage preparation in cooperation with clergy
- Notify baptismal parishes of sacraments as needed
- Provide documentation as requested

Columbarium

- All paperwork required, including fee collection, and maintaining payment plans; this includes cremation documentation required to be received from the funeral home or crematorium
- Engraving ordering for niches, memorial wall, and bricks
- Other needed supplies/urns ordered
- Coordinate with liturgy coordinator and funeral volunteers for transfers and opening/closing for funerals
- Maintain grid map on SharePoint of niches and inurnments

Money Counting

- Serve as lead for Monday morning money counters ensuring procedures are followed and count is accurate and secure
- Post contributions in parish database
- Maintain necessary supplies for counters, deposit forms and bags, copies.

General Responsibilities

- Entering and updating parishioner records in database
- Ordering office supplies as needed
- Open office weekdays by 8:00 a.m. in coordination with other main office staff and administrator
- Tend to outgoing mail and maintain supplies for postage meter and copier
- Welcome visitors and serve at reception desk when needed with full understanding of receptionist duties (phone transfers, Mass intentions/Mass cards)
- Attend staff meetings
- Other secretarial duties as assigned by the pastor and/or administrator

Requirements

- Roman Catholic in good standing
- High school diploma with 5+ years of secretarial/administrative experience
- Microsoft 365 proficiency including Sharepoint
- Well-organized with legible handwriting
- A positive attitude and a welcoming demeanor with the ability to maintain confidentiality.