

St. Monica's Parish Employment Posting and Description

POSITION: Secretary

OFFICE HOURS: 25 hours/week

SALARY: TBA

REPORTS TO: Pastor, Associate Pastor and Wardens

QUALIFICATIONS:

- Bilingual (English and French); knowledge of Italian an asset
- Experience in secretarial work/office administration
- Good knowledge of Microsoft Office Suite, Internet and other software systems as required
- Good interpersonal and communication skills
- Willingness to work collaboratively
- Experience in coordinating and working with volunteers
- Comfortable working in a church environment
- Friendly, hospitable, discreet

MAIN RESPONSIBILITIES:

1. Reception:

- Answer telephone, door and email
- Forward calls to pastoral staff and retrieve messages from phone system
- Distribute mail, faxes and forward email as required
- Welcome people coming for appointments
- Ensure that requests for service are responded to promptly and efficiently

2. Documentation/Registers:

- **Baptisms:** receive requests, liaise with Baptism committee, write up church register, produce Baptism certificates; order supplies as needed
- **Confirmations:** enter names of those confirmed in register and send out notices to parishes of Baptism.
- **Weddings:** receive requests, liaise with pastor for follow-up, process Wedding files with chancery, write up church register, government form, certificates and notices to parish of Baptism
- **Funerals:** welcome family compassionately (phone or in person); liaise with funeral parlor for information re: visitation/Mass; contact altar servers and musicians as required; write up church register, certificate, forms for chancery.
- **For all sacraments:** produce loose leaf reports for Archdiocese on annual basis listing all Baptisms, Confirmations, Weddings and Funerals; have registers ready for annual diocesan verification

3. Parish Bulletin:

- Confirm content in coordination with pastor, associate pastor, pastoral team and main parish organizations (eg. pastoral council, wardens, liturgy committee, Faith First)
- Edit and type weekly bulletin, email to printer and website manager in pdf format
- Keep copies in the office to distribute if requested and keep a complete record annually on file.

4. Pastoral Support:

- Type weekend liturgical sheets: Mass intentions, Prayers of the Faithful and other inserts.
- Prepare Presider and Commentator binders for the weekend Masses.
- Liaise with pastor/associate pastor/liturgical committee for special events/liturgies, including the ordering of supplies and preparing order of service
- Help coordinate staff events (Christmas party, seasonal birthday celebrations, etc.)

5. Mass Intentions:

- Receive and register Mass requests, order and prepare Mass cards
- Record payment received, follow up on late payments. Determine if person booking the Mass(es) has a donation box and if so email person in charge of issuing tax receipts for box holders. If no box and paid \$20 or more, secretary processes an income tax receipt.
- Prepare list of Mass intentions for publication in bulletin / posting in church

6. Office / Accounting

- In coordination with the pastoral team, monitor, order, and place office supplies; liturgical supplies (hosts, wine, candles) and publications
- Prepare weekly bills/invoices for bookkeeper
- Prepare weekly deposit slip of office income (Masses, Funerals, etc.)
- Manage and record petty cash disbursements
- Make photocopies as necessary for pastoral team / parish groups
- Maintain an updated parish calendar (hard copy and digital), accessible to parish staff; ensure all meetings and room reservations are recorded
- Liaise with person responsible for external bookings of hall
- Assist with annual Christmas appeal: order required supplies, coordinate with, produce address labels, supervise mailing
- Order and distribute donation envelopes and, with person responsible for collection data entry, produce tax receipts
- Keep overall parish list and volunteer lists up-to-date
- Provide minimum technical support to office staff in their use of office equipment: computers, printers, fax, phone system; contact and follow up with service providers should issues arise around repair/maintenance
- Prepare agenda and documentation materials for Warden's meetings. Book room, send invitation to meeting and keep files for all meetings including agenda, minutes and all other documentation.