



Diocesan Job Description

Diocese of Gary

POSITION NAME: Part Time Secretary	PARISH: St. Paul
REPORTS TO: Pastor or Business Manager	EFFECTIVE DATE:
CLASSIFICATION: Non Exempt	APPROVED: Rev. Douglas J. Mayer

EMPLOYEE OFFERED/WORKING POSITION:

Position Summary of Duties:

The Secretary is responsible for providing secretarial and related office service for members of the parish and/or staff and various other committees and boards. The position acts as the Minister of Hospitality to the community for the Parish Office.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.)*

I. Specific Task/Duties:

1. Performs secretarial duties for the pastor, and other designated staff. Receives and places telephone calls, schedules appointments as requested, types/enters into word processing written communications (letters, reports, memos) and processes mail. Handles Mass requests. Greets and refers visitors to the appropriate ministers, services or agencies.
2. Cemetery Responsibilities: Selling graves for St. Paul Cemetery, and working with the public and the cemetery staff. Maintaining Cemetery records, cemetery computer software, and all legal documentation, attendant to cemetery records, deeds and receipts. Forwarding all payments to the parish bookkeeper in a timely fashion in accordance with financial standards of excellence.
3. Assists in funeral scheduling, the contact of appropriate persons involved in this service, i.e., St. Paul Sexton, St. Paul School for Servers, Funeral Homes, families/relatives as needed.
4. Technology and Social Media:
 - a. Social Media platforms:
 - i. Responsible for social media marketing tools to create and serves as primary media liaison focusing on writing and submission of press releases, photos, posts, and ads.
 - ii. Works with marketing director at St. Paul Catholic School to develop social media marketing campaigns and/or collaborate with what the school is running.
 - iii. Answers Facebook Messenger messages in timely and professional manner.
 - iv. Along with parish scheduler, priest, and other office and school staff, create a marketing schedule in accordance with events that are happening in the church, school, ministries, and diocese.
 - b. YouTube channel:
 - i. Responsible for maintenance of the YouTube channel.

- ii. Manage the supply of video clips (labeling/re-naming daily Mass video titles) either in- house (Mass recordings, new video recordings done in office) or from third-party sources (parish ministries or St. Paul Catholic School).
 - iii. Oversee all comments on YouTube videos, is responsible for deleting any negative comment or replying to questions in timely and professional manner.
 - iv. Is responsible for the overall look and design of channel.
- c. Marquee:
- i. Creates a marketing schedule for the marquee in accordance with events that are happening in the church, school, and ministries by gathering information of events from heads of ministries, priests, church staff, calendars, and parish facility scheduler.
 - ii. Creates and edits the content and lay-out of posts for the marquee. Schedules and updates content on monthly/bi-monthly basis.
- d. Website:
- i. Is responsible for maintaining the parish website.
 - ii. Responds to and troubleshoots all website issues, keeps up-to-date with parish information/events.
 - iii. Conducts content audits to eliminate redundant and/or duplicate information.
 - iv. Is responsible for gathering content and creating new webpages and/or posts and collaborates with all staff and management to ensure the church's liturgical year and events happening in church, school, ministries, and diocese are accurately posted to the website.
 - v. Ensures website quality and efficiency.
5. Assists parish staff with technical support as needed.
 6. Submittal of parish obituaries to the NWI Catholic newspaper on a monthly basis.
 7. Scheduling of Baptisms, recording of Baptisms, First Communion, and Confirmations in the Parish Sacramental Registers.
 8. Attends to other responsibilities as directed by the pastor or his designee.

II. Mission

1. Supports, upholds, and maintains the Mission of the Diocese of Gary and Parish and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments
2. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
3. As a leader within the church, projects a professional and caring demeanor in interactions with all.
4. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
5. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).

6. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
7. Exhibits resourcefulness and initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
8. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.
9. Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

SPECIFIC JOB SKILLS:

Active member of a Roman Catholic parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church). Typing and/or word processing at 50 wpm. Demonstrated ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems. Ability to compose correspondence, minutes and/or reports. Excellent people relations skills for representing the parish/school to those who call, write or visit. Ability to honor and maintain confidentiality. Supervisory and office management experience preferred. Proficient in graphic design platforms (such as, but not limited to: Adobe, Canva, InDesign) Knowledge in basic computer software (such as, but not limited to: Word Press, Microsoft products: word, excel, publisher, etc.).

EDUCATION AND/OR EXPERIENCE:

High School graduate or equivalent. Three years of successful general secretarial experience. Previous successful experience with or demonstrated ability to learn parish/school data and word processing system.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

Work is performed mostly in an office setting Monday, Wednesday, Thursday, and Friday during the hours of 9:00 am to 4:00 pm. Employee is required to do extensive close computer work, as well as sit for long periods of time.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: volunteers

Employee Signature

Date