



Diocesan Job Description

Diocese of Gary

POSITION NAME: Parish Office Secretary	PARISH: St. Paul
REPORTS TO: Pastor or Business Manager	EFFECTIVE DATE:
CLASSIFICATION: Non -Exempt	APPROVED:

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 school staff and various other committees and boards. The secretary shall function as the parish Bulletin Editor, the Altar Server Coordinator, and the Wedding Coordinator.

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, principal 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. Greets and refers visitors to the appropriate ministers, services or agencies. Assist other staff and parishioners as needed.
2. Attends staff meetings and other meetings as requested. Answer phone when other staff are not available/when needed-take phone messages. Provide coverage for presentation of staff in office when needed/absence of staff. Accept and document Mass requests both in person and per telephone. Assist when needed to troubleshoot needs of office visitors that have exceptional requests. Travel to Post Office for Church mail on designated days.

II. Bulletin Editor Responsibilities

1. Prepares and produces the weekly bulletin. Gathers and edits the content and lay-out of the bulletin and completes the bulletin in time for final printing. Weekly bulletin deadline: 4pm every Tuesday. Weekly bulletin deadline for holiday weeks: change based on the holiday week. The Diocesan Publication web site submits ongoing notices when the deadline changes. Example: the week of Christmas and the week of New Year's usually requires 2 bulletins per week. Every holiday week has a variation of the new deadline for submission.
2. Submit notice in Church bulletin when the deadline date has changed for early submission to inform those seeking to put article in the bulletin of the new date and time for the holiday that the editor will need their information. Submission deadline for Church information to editor is

12noon on Mondays. Bulletin staffers requested are to be approved by pastor or designee and then given to Data Base Manager or pastor's designee for making copies.

III. Campus Calendar Scheduler Responsibilities

1. Schedules parish facilities. Develops and maintains a calendar that identifies the time, date, name of organization as well as room scheduled to use. In charge of reviewing of the calendar and making the necessary changes to calendar identified at the meeting. Responsible for providing all attendees with copies of the current calendar.
2. Monthly staff meetings: Responsible for room set up, lunch meal includes ordering lunch and picking the food up, serving lunch meal, cleaning up of room and kitchen after lunch. Use of school script offerings for purchasing lunch when possible. Use of tax exempt status when purchasing food.
- 3.. Campus Calendar Scheduler Responsibilities: Develop monthly calendar. Post monthly calendar in office. Schedule requests for use of space from all parties in need. Update calendar by making requested changes of adding/deleting/revising any event on calendar when requested.
4. Responsible for room set up requests for use of space scheduled and coordinating the request with maintenance staff. Hooking up speaker system in Hall when needed. Responsible for providing round and long table cloths when requested for scheduled event. Responsible for washing all table cloths used for an event. Keeper of Social Hall/ Kitchen and Pantry for tidiness, organization and reporting maintenance needs

IV. Wedding/Quinceañera Scheduler & Coordinator Responsibilities

1. First contact person for couple scheduling of wedding for requirements for wedding at St. Paul. Provides information to couple of wedding process and required Marriage Prep requirements. Monitor for fulfilling requirements and follow up with couple for completion of process
Maintaining information for individual Wedding Couple in wedding folder
2. Meeting with couple to review guidelines and walk through expectations for wedding day. Wednesday before wedding contacting bride for rehearsal reminders/time of/fees etc. Get information for wedding procession line up and name of maid of honor and best man for certificate. Establish folder for rehearsal/wedding day information
3. Initiation and maintaining of current schedule of yearly wedding list. Ongoing distribution of current wedding list to all concerned staff members. Assignment of wedding director for each wedding as needed. Recruitment of additional wedding directors as needed.
4. Responsible when assigned to direct wedding to be present at the rehearsal and wedding. Initiation of FOCCUS test requests by collecting fee and email information for Pre Cana Leader. Submitting completed FOCCUS test to assigned Priest for wedding couple documentation packet. Schedule two wedding Altar Servers to weddings that are a Mass. Complete Church Sacrament of Marriage Certificate for each couple and give to the Priest.

V. Technology, Marketing, and Social Media Responsibilities

1. Social Media platforms:
 - a. Promotes Saint Paul School through various social media outlets.

- b. Works with marketing director at St. Paul Catholic School to develop social media marketing campaigns and/or collaborate with what the school is running.
 - c. Answers Social Media messages in timely and professional manner.
 - d. Serves as the primary media liaison, focusing on the writing and submission of information related to the parish mission through photos, social media posts, and ads
2. YouTube channel:
- a. Responsible for maintenance of the YouTube channel.
 - b. 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).
 - c. Oversee all comments on YouTube videos, is responsible for deleting any negative comment or replying to questions in timely and professional manner.
 - d. Is responsible for the overall look and design of channel.
3. Marquee:
- a. 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.
 - b. Creates and edits the content and lay-out of posts for the marquee. Schedules and updates content on monthly/bi-monthly basis.
4. Website:
- a. Is responsible for maintaining and design of the parish website including updates on special event and different liturgical seasons.
 - b. Responds to and troubleshoots all website issues, keeps up-to-date with parish information/events.
 - c. Conducts content audits to eliminate redundant and/or duplicate information.
 - d. 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.
 - e. Ensures website quality and efficiency.

VI. Technical and marketing support as needed.

1. Assist the following with marketing flyers:
Altar servers' coordinator, Lectors coordinator, Eucharistic Ministers coordinator, other ministry chair persons, parish staff, and clergy when needed.
Creates a publication materials and/or flyers in accordance with all the events that are happening in the church, school, ministries, and diocese. Coordinates and distributes the publication of all promotional materials, including to Diocese of Gary, St. Paul School, R.E. Office, churches in the Porter Deanery, etc., as needed/if applicable

Mission

1. Support, 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.

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. Fluency in basic computer software, such as, but not limited to: Microsoft Office products (such as) word, excel, publisher, etc.) is a must. Excellent computer and internet skills including the ability to utilize Word Press and search- engines, such as Google and other Google products. Proficient in graphic design platforms (such as, but not limited to: Adobe, Canva, InDesign). Must have knowledge of in house A/V equipment such as laptop, projector, and sound systems. Knowledge of Parish Data System would be a plus. Minimum of two years of experience in the field of graphic design, website maintenance, social media, word processing, and/or administration needed.

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 through Thursday during the hours of 9:00am to 4:00pm. The employee has a flexible schedule to accommodate those responsibilities that require the employee to work

in the evening or on weekends to fulfill designated work responsibilities. Employee is required to do extensive close computer work, as well as sit for long periods of time and attend evening or weekend meetings.

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

Send resume to pastor@saintpaulvalpo.org