



ST. ANN CATHOLIC CHURCH

Augusta, MI

Parish Secretary Job Description

I. DESCRIPTION:

This is the job description for the position of parish secretary for St. Ann Catholic Church

II. PERSONAL QUALIFICATIONS:

1. Be a person who is driven by the Catholic faith and willing to fulfill the vision and mission of this Parish
2. Understands the importance of confidentiality of church records and conversations
3. Enjoys working with people. Is pleasant, flexible, welcoming, and friendly
4. An ability to work as a team with parish staff members, apostolate leaders, and volunteers

III. PROFESSIONAL QUALIFICATIONS:

1. Have good computer and typing skills. Have knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Outlook. *Knowledge of PDS software is preferred*
2. Excellent organizational and filing skills with some secretarial experience preferred
3. Attention to detail and accurate data entry skills.
4. Have minimum of a high school diploma.
5. Passes a background check and completes VIRTUS training

IV. RESPONSIBILITIES

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Provide administrative, secretarial, and office support to the Pastor and Parish Staff
2. Answer phone calls, take/forward messages, maintain and answer parish email account
3. Maintain and update parish Facebook and website
4. Organize and maintain a filing system for all important parish documentation
5. Responsible for donation data entry, maintaining parish databases, preparing and sending donation and memorial acknowledgement letters

6. Prepare weekly parish Mass announcements, keep bulletin boards updated, and is trained as bulletin editor (to be done as needed)
7. Maintain parish memberships in PDS, keeps all sacramental records up to date and coordinates information/scheduling for baptisms and funerals
8. Works with Pastor in all nullity cases and maintains accurate filing of cases
9. Monitor and order office supplies
10. Help coordinate parish activities as assigned by Pastor

V. HOURS

1. 32 weekly hours, considered full-time
2. Monday-Thursday 9:30am-4:30pm, half day Friday 9:30am-1:30pm
3. The office is closed for all major civic and liturgical holidays

VI. BENEFITS

1. Medical (90% of cost of employees' premium)
2. Dental (90% of cost of employees' premium)
3. Vision (available at employees' expense)
4. Life Insurance
5. Short-Term and Long-Term Disability
6. Unemployment
7. Retirement/Pension Plan
8. 403(b) savings plan

VII. PERFORMANCE MANAGEMENT

The performance of the Parish Secretary will be assessed on a regular basis having regard to:

1. Their performance on the key responsibilities and attributes of this role
2. Their ability to develop and maintain relationships with Parish staff and volunteers
3. Their participation in fulfilling the vision and mission of the Parish