

St. Thomas More Church**Job Title:** Parish Secretary**Reports to:** Business Manager**Revised:** 2/2010**POSITION OVERVIEW:**

Assist Pastor/Institution Administrator and Business Manager with the daily duties in the Parish office. Perform secretarial and receptionist duties. Weekly preparation and submission of the Parish bulletin for printing.

PRIMARY RESPONSIBILITIES:

1. Assist Pastor/Institution Administrator as requested. Communicate and coordinate Pastor's instructions and desires with various individuals.
2. Greet all visitors to the office and handle their needs including mass intentions.
3. Answer phones in a professional and courteous manner.
4. Prepare weekly bulletin using Publisher software. Proof, edit and submit final copy by printing deadline.
5. Coordinate monthly mass schedule, baptisms, weddings and funerals per parish procedures.
6. Sell Scrip and secure in church safe at the end of each work week.
7. Sort and distribute daily mail, UPS and Fed Ex deliveries.
8. Purchase office supplies as needed.
9. Record and maintain all parish sacramental register books.
10. Register new parishioners and keep parish database current.
11. Assist Business Manager as needed.

SKILLS AND KNOWLEDGE REQUIRED:

1. Operate a personal computer with proficiency in Word, Excel, Outlook and Publisher.
2. Excellent communication skills required.
3. Ability to be organized and handle multiple tasks.
4. Working understanding of the Catholic Church.
5. Ability to be professional and courteous at all times.
6. Ability to maintain confidentiality.

REQUIRED EXPERIENCE AND EDUCATION:

Minimum of one year secretarial experience preferred.