

Parish:	St. Catherine of Siena Parish Church in Vallejo, CA
Position:	Secretary & Administrative Assistant
Classification:	Non Exempt Full Time
Ultimate SUPERVISOR:	Pastor
Immediate Supervisor:	Parish Business Manager

JOB SUMMARY: Responsible for providing secretarial and related office services to the clergy, parishioners, and parish ministries.

ESSENTIAL FUNCTIONS

1. Performs secretarial duties for the priests, receives and places telephone calls, schedules priest's appointments, types written communications and processes post and electronic mails.
2. Greets and refers visitors to the appropriate ministers, services, and agencies.
3. Checks and processes written requests, voice messages, and email messages.
4. Keeps an orderly office record keeping and filing systems. Attends staff meetings and other meetings as requested.
5. Oversees the timely opening and secures the closing of the office each day. Ensures that all machines are off, answering service is on, windows and doors are locked (esp. inner door to Rectory) and all appropriate lights and heaters are off.
6. Ensures the office and the reception areas are tidy.
7. Oversees an inventory of office and church supplies. Orders materials, supplies, or equipment as needed. Oversees the maintenance contracts for the various office machines. Calls utility repairs if needed.
8. Performs data entry and encoding functions using ParishSOFT.
9. Coordinates and supervises volunteers as needed for office and parish projects.

SECRETARIAL FUNCTIONS SUPPORTING PARISH ACTIVITIES

1. Maintains the parish offering envelope system. Posts contributions on a regular basis. Mails contribution statements at the end of the year for tax purposes.
2. Updates census records on regular basis. Supports the welcoming of new members.

3. Maintains the parish envelope system. Updates data on a regular basis. Posts contributions on a weekly basis.
4. Coordinates scheduling of weddings, funerals, and other events. Contacts appropriate persons involved, communicates with families/relatives regarding the procedures of these services. Makes sure that clergy are aware of the schedules by keeping reminder system.
5. Prepares the Weekends and Holy days Mass Introduction/ Prayers of the Faithful and Daily Mass Intentions
6. Prepares the folder of Readings/ Prayers for Funeral Mass and in other liturgical celebrations.
7. Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who received First Eucharist, First Penance and Confirmation. Records notations on Registers.
8. Reconciles checks/cash received at the end of the day and at the end of the work week.
9. Follows up the shipment of the weekly bulletin. Produces copies of additional pages (1000 copies) and helps volunteers to do the inserts every Thursday/Friday.
10. Makes sure that the bulletin are delivered in the church and placed on bulletin slots on time for weekend mass.
11. Helps out when asked in the preparation of meals/refreshments of guests priests, ministers occasionally.
12. Performs any other related tasks as requested by the Pastor/ Parochial Administrator