

JOB DESCRIPTION

TITLE: SECRETARY TO THE PASTOR

Reports to: Pastor, supervised by Business Manager
Status: Full-time (34 hours), non-exempt, benefits eligible

I. SUMMARY OF JOB POSITION

The secretary, under the direction of the pastor, but also supervised by Business Manager in various areas, provides secretarial and administrative services for the Pastor of Most Holy Trinity Catholic Church. Ensures most efficient use of the Pastor's time, anticipates, initiates, coordinates, and follows up on administrative activities and other special projects. Organizes, prepares, and reviews reports and minutes from meetings, presentations, and/or activities. This position has access to and regularly works with information of the most sensitive, highly confidential, strategic and critical nature.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Check phone messages and make phone calls for pastor;
- Meet with the Pastor every morning to review the upcoming day;
- Open letters, mail, and sort;
- Translate documents and letters dictate or written by the Pastor;
- Type up Pastors notes from meetings and organize them, organize the meetings notes from various meetings, councils that the Pastor attends e.g. Pastoral Council, All Staff;
- Help Pastor create and maintain an organization flow chart of all staff and ministry position in the parish and keep an up to date contact list;
- Make appointments for Pastor on his Calendar;
- Prepare and transmit Parish Bulletin to publisher on a weekly basis;
- Organize distribution of weekly bulletin, including inserts and fliers to parishioners;
- Help cover for the Receptionist when he/she is away, vacation, and for emergencies (including greeting visitors, answers phones, taking messages or transferring calls to appropriate persons);
- Keep parish website up to date;
- Help Pastor plan special events such as, liturgical events, confessions (contacting priests who are available), retreats, annual leaders retreat, book speakers, music etc. ;
- Help schedule priests for when Pastor is away;
- Prepare and Manage Liturgical Ministers schedule weekly;
- Prepare General Intercessions and announcements for the weekend and Holy Day Masses, weekly;
- Record parishioner contributions into Parish Database System, weekly;
- Assist with collecting and receipting incoming cash and other funds through parish office;
- Provide contribution acknowledgement letters to parishioners, annually as needed;
- Provide occasional assistance to ministry departments with database input, upkeep of parishioner records and information, and publishing resources/documents;
- Other duties assigned by the pastor.