

Ministerial Secretary

St. Joseph Church | Marblehead, Ohio

Immediate Supervisor: Pastor

Classification: Hourly (Non-Exempt)

Part-time (20-24 hours per week) Monday-Friday 9:00-1:00

OFFICE ROLES & RESPONSIBILITIES:

The Ministerial Secretary contributes to the mission of St. Joseph by fostering a Christ-centered experience for all who come in contact with the parish office. The main focus of the Ministerial Secretary is to provide administrative support and assistance to the pastor, parish staff, and parish ministries. They must be able to appropriately relate to parishioners and guests in a way that reflects Gospel values while showing respect and compassion to all. Responsibilities include, but are not limited to:

1. Represent the St. Joseph Parish and the Catholic Church in the office.
2. Greet and receive visitors with a courteous and respectful manner, assisting them with a friendly and welcoming attitude.
3. Screens calls, answers questions and emails, forwards messages in a timely manner, resolving problems within the scope of authority and responsibility. Contacts frequently involve confidential/sensitive matters necessitating discretion.
4. Receives and distributes incoming mail and assures outgoing mail is picked up by the post office each day.
5. Schedule Mass intentions and maintain Mass intention calendar.
6. Implement and maintain filing and record keeping systems for Parish and Cemetery (including sales & service).
7. Oversee counting procedures of Church collections and collection counters according to Diocesan requirements.
8. Completes forms in accordance with Diocesan and parish policies and procedures.
9. Collaborate with co-workers to maintain Parish website and all other social media.
10. Maintain Parish calendar and schedule facilities.
11. Maintain accurate and updated Parish census, Parish Soft database, and contribution envelopes.
12. Collaborate with co-workers to create parish bulletins and newsletters.
13. Act as the Safe Environment Compliance Officer (SECO) and maintain all records relating to Virtus and Protecting Youth according to Diocesan requirements.
14. Maintain communication with office staff.
15. Maintain a clean and organized workspace, including ordering and inventory of supplies.
16. Oversee the technology needs in the office and of the staff, communicating with necessary staff and committees as needed regarding repairs, supplies or upgrades.
17. Pursue further education and professional development as needed to enhance the ministry.
18. Other duties as assigned by the Pastor or the Parish Leadership Team.

QUALIFICATIONS & EDUCATION:

1. Must be a fully initiated Catholic in good standing, intentionally living out the Catholic faith, and preferably familiar with the community of Marblehead and St. Joseph Parish.
2. Must have a high level of computer skills especially in Email, Microsoft Word, Publisher, and Excel with a willingness to learn new technological skills as needed.
3. Must have the ability to handle confidential, privileged information discreetly and efficiently.
4. Must have the ability to clearly communicate verbally and in writing.

5. Must be friendly and outgoing with excellent public relation skills to deal with a variety of persons with a variety of needs.
6. Must have the ability to encourage and motivate others.
7. Must be flexible and adaptable due to the scope of position.

PREFERRED SKILLS:

1. Detail oriented and organized.
2. Ability to work with a team.
3. Self-motivated with excellent interpersonal, written and verbal skills.
4. Effective time management skills.
5. Ability to multi-task and handle interruptions in a busy work environment.
6. Good listening skills and the ability to relate to and communicate with a variety of persons, i.e., multi-cultural, disabled, those in need, bereaved, children, teens, elderly, etc.
7. Positive and outgoing personality.

ADDITIONAL EXPECTATIONS & NOTES:

- Attendance of Parish Staff meetings.
- Participation in Team and Staff retreats as well as parish leadership Intercessory Meetings.
- Attendance of conferences as needed.
- Participation in major parish events and gatherings as requested by the pastor.
- Ability to pass a background check and complete the Virtus training.
- Performance Appraisal & Ministry Review annually with supervisor and pastor.

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Parish/School and its employees.

Employee Printed Name

Employee Signature

Date

Pastor Signature

Date