

Secretarial Position Description: The church secretary for **St. Christopher the Martyr Catholic Church**, located in Metairie, Louisiana, handles a wide range of office tasks, from filing to answering phones to responding to emails. The secretary acts as a liaison between parishioners and the church's administration, as well as an executive assistant to the Pastor. Please send résumé, cover letter, and list of references to pastor@stchristopherano.com.

Essential Duties and Responsibilities:

- Answer phone calls, take accurate messages, and access voice mail to return calls
- Welcome visitors, address questions, and assist with any problems or concerns, referring guests and callers to the Pastor or proper party, as needed
- Perform clerical tasks, including typing, faxing, filing, and copying
- Read and respond to emails promptly
- Relay messages from calls, e-mails, and visitors promptly to the Pastor
- Maintain the rectory and pastor calendars and keep staff up to date on appointments, meetings, and events
- Maintain the event calendar to avoid conflicts for activities held in the church, Parish Center, and gym
- Assist and act as liaison with church ministries, committees, and parish organizations
- Maintain a working relationship with our parish school faculty, staff, and parents
- Assist in writing, editing, printing, and distributing the weekly church bulletin
- Notify webmaster promptly of all news, events, baptisms, marriages, and deaths in the parish
- Notify the Bereavement Committee of deaths and funeral arrangements
- Update and print the announcements to be read at mass
- Maintain all church records regarding sacraments and funerals and prepare certificates
- Send notifications to other parishes regarding sacraments administered at St. Christopher
- Assist with Confirmation seating and distribution of gowns
- Assist in planning church events
- Collect funds for mass intentions, schedule masses, arrange for publication in the bulletin, and send mass cards
- Maintain records for weekly collections and enter contributions into database
- Assist in preparing payroll information, distributing checks, and maintaining office financial records
- Mail checks to outside vendors once the bookkeeper prepares them
- Create thank-you letter and envelope merge for Annual Contribution Statements mid-January for tax purposes
- Complete the annual Status Animarum at the end of each fiscal year per Archdiocese instructions
- Maintain parishioner database and send welcome letters
- Distribute mail to the proper employees
- Send out church mailings
- Order office and church supplies and parishioner contribution envelopes as needed
- Perform Internet research for price comparison on products or services
- Keep office clean and orderly

Required Knowledge, Skills, and Abilities:

- Excellent grammatical skills
- Proficiency in Microsoft Office applications: Word, Excel, Publisher, and Outlook
- Ability to communicate clearly and work well with people, in person and over the phone, in a friendly and courteous manner, demonstrating patience and understanding when dealing with confused, grieving, or difficult visitors to the office
- Organizational skills and ability to multitask efficiently and pay close attention to detail
- Ability to think creatively for purposes of designing the bulletin, flyers, and website
- Must be able to maintain confidentiality in all matters

Education and Experience:

- Minimum of high school diploma required, associate or bachelor's degree desired
- Basic office work experience required