

**Saint Paul Parish
Pensacola, Florida
Job Description**

TITLE: Secretary/Assistant to Pastor

FLSA Status: Non-exempt

NORMAL DUTY TIME: A total of 37.5 hours per week, normally 8:00 a.m. - 4:00 p.m. Monday –Friday. This position includes standard office hours (30 minute lunch break) plus occasional weekend supervision of parish activities. Hours may be adjusted at the discretion of and with the approval of the Pastor to ensure the proper and efficient operation of the parish.

JOB SUMMARY: Serves as Parish Secretary/Assistant to Pastor reporting to the Director of Leadership Development. This position is responsible for the general operation of the parish office. This position requires good judgment, discretion, and a welcoming and friendly attitude to answer telephone communications and politely deal with parishioners, vendors and staff. The position requires excellent secretarial, record keeping, writing, oral communication and organizational skills.

QUALIFICATIONS:

Associates Degree is preferred.

Two years of experience in a responsible secretarial position is preferred.

Proficiency in personal computer operation and experience with Microsoft Office suite is required.

Must have high work standards and ability to produce high quality, accurate and professional work.

Proficiency in the use of general office equipment is required.

Knowledge of Roman Catholic Church tradition and practices is required.

Ability to function independently and handle multiple activities and projects effectively is required.

Ability to deal with others with tact, sensitivity and in confidence is required.

Ability to function with frequent interruptions and under pressure is required.

Successful completion of the diocesan background and screening process is required.

WORK CONDITIONS: Primarily an indoor office environment.

PHYSICAL DEMANDS: The employee is most often required to sit in the performance of their duties. The employee is frequently required to stand, walk and reach. The employee will be required to frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds.

PERFORMANCE RESPONSIBILITIES

OFFICE DUTIES

1. Responsible for the overall general operation of the parish front office in an orderly and professional manner.
2. Responsible for the primary use of the parish management system (Church DB), to ensure its full beneficial usage for parish management efficiency and effectiveness. To include entering new parishioner data and sacramental records.
3. Responsible for training and supervision of Administrative Assistant.
4. Sorts and responds as able to pastor's delegated email.
5. Assists other parish staff, as requested, with duties necessary for the operation of the Parish and its programs.
6. Responsible for ordering and maintaining office and copier supplies.
7. Runs errands on behalf of the parish, as required.
8. Serves as the parish Notary Public.
9. Responsible for administrator duties for the Automated Voice System.
10. Sorts and distributes to appropriate staff incoming mail and documents received from various sources.
11. Composes, prepares and distributes correspondence following verbal or written instructions from supervisors.
12. Utilizes initiative and judgment to ensure circumstances requiring attention are either completed or are referred to the appropriate staff.
13. Maintains parish calendar for scheduling of events and HVAC automated system accordingly.
14. Maintains calendar and schedules appointments for pastor as requested.
15. Responsible for update and reload of Optimail 30 postage meter.
16. Responsible for maintaining Master Plan spreadsheet.

RECEPTION AND COMMUNICATIONS:

1. Receives parishioners and visitors in a warm and friendly manner, personally responding to the requests of the visitor or referring the visitor to the appropriate staff.
2. Answers the telephone in a timely and courteous manner, personally responding to the requests of the caller or referring them to the appropriate staff member.
3. Will serve as point of contact for funeral planning. Coordinates and schedules visitations, funerals and receptions, adding to appropriate calendars and priest's schedules. Distributes all pertinent information to funeral egroup.
4. Responsible for preparing and sending out greeting cards as directed by the pastor, sending birthday cards to top "100 givers"
5. Emails active parishioner list to Evergreen for distribution of bi-monthly newsletter mailing and other mass mailings.
6. Assists in coordinating and participating in special projects and events as required.
7. Updates and maintains sick list/prayer list on parish website.
8. Contributes to St. Paul social media sites (Website, Facebook, Instagram and myParish app).
9. Responsible for the preparation of sacramental certificates for child baptism, RCIA and candidates coming into full communion with the Catholic Church and matrimony.
10. Responsible for accurate and timely recording of sacraments in sacramental books, to include child baptism, RCIA and candidates coming into full communion with the Catholic Church and matrimony.

Safe Environment

SUMMARY OF POSITION: As Coordinator of Safe Environment Practices, supports the parish in the execution, communication, recordkeeping, collaboration, and compliance of Safe Environment practices. First responsibility is, in collaboration with diocesan directives this individual updates, communicates, implements, records, and evaluates Safe Environment compliance responsibilities for the parish. Working knowledge of the principles of the Diocese of Pensacola-Tallahassee Safe Environment practices.

- Have taken and is knowledgeable of the required Safe Environment courses provided by the online vendor Shield the Vulnerable; plus knowledgeable of any other courses they provide.
- Has read and is knowledgeable of Diocese's Policy and Procedural Guidelines relating to screening of "Church Personnel".
- Has read and is knowledgeable of the Bishop's Charter for the Protection of Children,

Young Adults.

- Excellent communication skills with an ability to serve as the communication hub and disseminates all Safe Environment related information to all who serve in a leadership capacity where minors are present and those volunteers who visit the sick/or homebound on behalf of the parish.

MAJOR RESPONSIBILITIES

Safe Environment Operations

- Submits all bulletin and website announcements, flyers and other educational materials received from the Office of Safe Environment to the appropriate staff site members for publication. Maintains the confidential nature of all information found on the Diocesan approved database (Eapps Database).
- Have good communication skills to assist the Pastor, Principal and Director of Family Faith Formation, secretaries, and bookkeeper, if necessary, with those individuals who show as “Non-Compliant” with the Bishops Charter.
- Be capable of instructing those listed as “Non-Compliant” in the Diocesan approved database (Eapps Database) when needing to be re-screened and/or updating their Safe Environment courses. See Policy and Procedural Guidelines for time frame of both.
- Ensures all public postings concerning Victim Assistance and Diocesan Response Procedures are maintained in areas where the majority of the community will see the information and posted on the website if applicable.
- Recognize and respects the confidential nature of all information found in the Diocesan approved database (Eapps Database).
- Be capable of communicating clear instructions on how to comply with the Bishops Charter to pre-volunteer and/or pre-employment individuals.
- Communicates with the Office of Safe Environment with any questions, concerns or recommendations.
- In collaboration with the Office of Safe Environment and Diocesan approved database (Eapps Database) maintain an updated and accurate list of “Church Personnel” (volunteers and employees) who serve in a leadership capacity where minors and adults are present.
- Be able to ensure a secured and locked location of any “Church Personnel” paperwork for Safe Environment information that may be in the possession of the parish.
- Assist the Office of Safe Environment to collect informational data for the annual compliance audit.
- Be able to schedule with the Office of Safe Environment, if needed the Diocesan Mobile Fingerprinting Unit.

FINANCIAL DUTIES

- 1. Responsible for ensuring receipts are given for all moneys/checks received at the front office and that they are placed in the locked drop box.
- 2. Responsible for collecting all checks mailed to St. Paul Catholic Church and putting in locked drop box.

PERSONAL RESPONSIBILITIES

- 1. Support's the policy and mission of Saint Paul Catholic Church, in particular its emphasis on care and concern for individuals.
- 2. Demonstrates a positive and pleasant attitude toward co-workers and other department staff.
- 3. Displays punctuality as defined in parish policies.
- 4. Does not abuse or take advantage of personal days off.
- 5. Demonstrates ability to organize work and manage time effectively.
- 6. Attends required meetings.
- 7. Demonstrates ability to deal with others with tact, sensitivity and in confidence.
- 8. Sets goals with supervisors and strives toward their achievement.
- 9. Exercises sound judgment and confidentiality in the personal matters brought to the attention of the parish staff.

I have read and understand this job description/evaluation.

Employee

Date

Supervisor

Date

