**POSITION DESCRIPTION**

**Position Title:** Parish Secretary

**Location:** St Mary’s Parish Office – Castlemaine,

**Employment Status:** Part Time – Ongoing (10 hours per week)

**Reports to:** Parish Priest

**Classification:** Clerks Private Sector Award Grade 2

**POSITION PURPOSE**

St Mary’s Parish is a vibrant and spiritual Catholic Parish encompassing the Central Victorian region of Castlemaine, Maldon, Newstead and Sandon.

The successful applicant must be well motivated to work for the Church and possess a respect for, and a strong commitment to, its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish and this position, and an understanding of liturgy/sacraments would be highly advantageous.

The primary purpose of the role of Parish Secretary is to undertake the reception, administrative and secretarial responsibilities that enable the Parish Office to run effectively, efficiently, and professionally at all times. The role is collaborative partnership with the other Parish Team providing support and back up as required in demanding situations.

The role of the Parish Secretary is a facilitating one between the Parish Priest, Parishioners, volunteers, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

**KEY ACCOUNTABILITIES**

* Reception – welcoming all on site visitors and assisting or directing them to where they need to be
* Answering incoming telephone calls and either addressing queries where possible or directing the caller to the appropriate person who can help them
* Monitoring voice mail boxes and email inbox to ensure that queries are responded to in a timely fashion
* Ensuring all office equipment is in good working order and if necessary, coordinating services and repairs
* Ordering of church supplies, accepting delivery and maintaining records of goods and services (provisions such as tea/coffee/stationery)
* Managing Parish calendars
* The collating and distribution of relevant Parish documents
* Digital and hard copy filing
* Maintain Parish database and Registers (Baptism, Deaths, Weddings etc) - PACEM
* Arrange supply priests whilst Parish Priest is on annual leave or away from Parish
* Coordinate Baptism Bookings
* Preparation of weekly Parish Newsletter
* Assist with preparation of the weekly bulletin for distribution each weekend
* (which includes Liturgical responses and rosters).
* Assist with the parish website updates.
* Provide administrative support pertaining to the liturgical and sacramental life of the Parish
* Provide administrative support pertaining to Parish Groups and Ministries as required.
* Attend meetings as requested
* Any other relevant duties assisting the Parish Team
* Other tasks as directed by the Parish Priest

**SKILLS FOR SUCCESS**

* A confident working knowledge of Microsoft Office
* Familiarity with the Software package “PACEM”

**PERSONAL ATTRIBUTES**

* Respect for the mission, identity and core values of St Mary's Parish, Castlemaine community, hospitality and service to all who engage with the parish
* Understanding of the churches teaches and ability to incorporate in their daily activities
* A welcoming “Can do” attitude
* Professional personal delivery and appearance
* Ability to see when something needs to be done and proactively address the area of concern
* An enjoyment of continuous improvement – always looking for better ways of doing things
* A strong sense of pride around efficiency and quality (accuracy) of delivery
* The ability to build positive and collaborative relationships with other employees
* Openly seeks feedback on own performance with a willingness for personal development
* A strong focus on ensuring all employees at St Mary's Parish, Castlemaine work in a Healthy Safe environment both physically and psychologically
* A high level of integrity, honesty and confidentiality
* Familiarity with the Software package PACEM or “Parish On Line”

**OTHER REQUIREMENTS**

* Valid Working with Children Check
* Police Check
* Annual acknowledgement of the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct.
* Successful completion of the Catholic Archdiocese of Melbourne’s Safeguarding Essentials online training module annually.

**INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

**1. Are committed to justice and equity**

**2. Uphold the dignity of all people and their right to respect**

**3. Are committed to safe and supportive relationships**

**4. Reach out to those who are poor, alienated and marginalised**

**5. Strive for excellence in all their work**

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Parish Secretary. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**