



Position Description - Parish Secretary

Position Title:	Parish Secretary
Location:	Parish of St. Joseph Parish Office, Newcastle Street, Newport
Employment Status:	Part-Time – Ongoing (20 hours)
Reports to:	Parish Priest
Classification:	Clerks Private Sector Award Grade x

Position Purpose

The primary purpose of the 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.

As the face of the Parish, the Parish Secretary must strive to work in the spirit of the mission of St. Joseph's Parish, collaborating with the Parish Priest and the volunteers of the Parish to serve Parishioners and ensuring overall pastoral care.

The role requires collaborative partnership with Parish volunteers, providing support and backup as required in demanding situations. The Parish Secretary must facilitate between Parish priest, parishioners, schools and volunteers.

The aim is to support the Parish Priest by identifying and addressing operational needs.

Key Accountabilities

Administration

- Reception – welcome all visitors and provide assistance
- Answer incoming telephone calls and either address queries where possible or direct the call to appropriate person
- Monitor voicemail boxes and email inbox to ensure that queries are responded to in a timely fashion
- Ensure all office equipment is in good working order and coordinate services and repair when necessary
- Order church supplies, accept delivery and maintain records of goods and services (provisions such as tea/coffee, stationery)
- Manage the Parish calendar and assist with bookings for weddings, funerals, baptisms, Mass intentions and other appointments required by the Parish Priest.
- Collate and distribute relevant Parish documents, including coordinating preparation and distribution of weekly bulletin, and updates to Parish website.
- Maintain and file records, both digital and hardcopy
- Maintain Parish database and registers (Baptism, deaths, weddings, safeguarding etc) – PACEM
- Arrange supply priests while Parish Priest is on annual leave or away from parish
- Manage Parish website

- Actively support the Parish priest in the day-to-day operation of the Parish, ensuring a strong pastoral focus in line with the Parish mission.
- Provide administrative support pertaining to the liturgical and sacramental life of the Parish
- Provide administrative support pertaining to Parish Groups and Ministries as required
- Understand and assist in process for reporting of Risk Management and Occupational Health and Safety.
- Provide information to Parish Bookkeeper / Finance Officer
- Attend meetings as required
- Other tasks as directed by the Parish Priest

Parish Safeguarding Officer

- Maintain accurate and orderly digital files and archives as appropriate for child safety records and statistics as required by CAM.
- Understand and assist in the process for reporting allegations or concerns of possible abuse.
- Attend meetings as required

Volunteer Co-ordinator

- Animate, support and coordinate the gifts and talents of parishioners for the good of the Parish. Includes maintaining contact list, preparing rosters, coordinating preparation of liturgy.
- Attend meetings as required

Personal Attributes

- A welcoming face, offering hospitality and service to all who engage with our Parish
- A passion and respect for the vision and mission of the Parish of St. Joseph
- Motivation to work for the Church and possess a strong commitment to its practices and values
- Understanding of the Catholic teachings and ability to incorporate this in their daily activities
- A high level of integrity, honesty and confidentiality
- Ability to relate to a variety of people and develop sound working relationships, working with a spirit of generosity
- Collaborative with a desire to achieve in a team environment
- Excellent oral and written communication skills
- Able to maintain accurate records with attention to detail
- A “can do” attitude, ability to see when something needs to be done and able to show initiative and proactively address areas of concern
- A strong sense of pride around efficiency - Excellent time-management skills, and capacity to work with a minimum of supervision
- Motivated about innovation and continuous improvement
- Openly seeks feedback on own performance with a willingness for personal development
- Professional personal delivery and appearance
- A strong focus on ensuring all employees and volunteers at St Joseph work in a Healthy Safe environment both physically and psychologically

Skills for Success

- Experience providing a range of secretarial and office management services
- Computer literacy with a working knowledge of Microsoft Office
- Familiarity with the Archdiocese Software package “PACEM”

Other Requirements

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

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 the 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 function described therein, under any and all conditions as described.

Employee Name: _____

Employee Signature: _____

Date: _____