

Position Description

Parish Secretary, St John Bosco Parish

THE POSITION

Reporting to the Parish Priest, the primary purpose of the Parish Secretary is to provide services to the Niddrie Catholic Parish (Parish) community and support for parish ministries. To achieve this, the Parish Secretary on behalf of the Parish Priest provides support for Parish communication, administration, financial and bookkeeping processes, parish property, compliance and Diocesan support. Initially the position will be located in the Niddrie office however this may change as the Catholic Archdiocese is restructured. The position may be relocated to another parish office in the area. (e.g. Avondale Heights)

Responsibilities

The Parish Secretary is accountable to the Parish Priest for the following:

- Privacy Management of Parish information, data, and sensitive information in a professional manner complying with the requirements of the Parish and Archdiocese Privacy Policies
- Welcome visitors to the Parish with a sense of warmth and welcome
- Respond to enquiries ensuring messages and any requests that require follow up are managed promptly and efficiently
- Co-ordinate and manage religious events such as funerals, marriages and other sacramental events
- Provide administrative support services to the parish
- Undertake basic bookkeeping activities including accounts payable, receivable and other regulatory requirements

Administration

Provide administration support for the various Parish community groups including but not limited to;

- Meet, greet, and assist callers and visitors in a friendly and professional manner
- Liaise with other staff, parish volunteers
- Provide general administration support including without limitation:
 - receive and convey oral and written messages accurately and promptly
 - monitor and manage the Parish mail and emails and respond as appropriate
 - receive and process appropriate requests for information
 - compose correspondence
 - manage bookings, appointments and the office diary, maintain rosters, directories and other support group communiqués
 - prepare booklets and maintain registers
 - monitor and replenish as required Parish consumables such as church, office and maintenance supplies
- Ensure records are properly stored, secured and disposed of at the appropriate time, as required by law, including confidential child-related records such as sacramental records
- Maintain and update parish information in the hand-written registers and the Parish database ensuring that information is accurate and up to date
- Annually review office procedures to ensure efficiency, effectiveness, accuracy and security
- Attendance of various Committees, Advisory Panels and Diocesan training events as required from time to time by the Parish Priest/Administrator, or as outlined in Policy.

Communications

- Produce the weekly Parish bulletin ensuring consistent and meaningful communication on liturgy, news and events
- Manage the preparation of PowerPoint presentations for the Parish weekend services and other celebrations as required
- Upload the parish weekend bulletin and other appropriate documents onto the Parish website

Parish Team

Promote a positive organisational culture that fosters and supports the mission of the Parish

- Contribute to and promote a culture of safety and care for Children, Young People, and those that are more vulnerable
- Work collaboratively with members of the Parish ministries
- Maintain effective relationships with parishioners, Parish school/s, other parish and faith communities of the Diocese

Sacramental and Religious Programmes

Working with the Parish Priest, take a leading role in the management and co-ordination of the Parish sacramental and religious programmes including, but not limited to:

- Liaise with the families of deceased parishioners and Undertakers for the preparation of funeral services
- Co-ordinate and provide preparation to families of persons who will be receiving the sacraments (e.g. Baptism, Marriage)
- Working with the Parish Primary school to assist in the co-ordination and administration for the provision of First Reconciliation, First Eucharist and Confirmation
- Working with the Pastoral Associate to assist in the co-ordination and administration for the provision of sacraments to adults and non-Parish Primary School children
- In cooperation with the responsible Parish Pastoral Support Worker to ensure:
 - sacraments are recorded, and other parish activities are undertaken in a manner consistent with Canon Law and Diocesan guidelines
 - materials are prepared for sacramental programme workshops

Finance and Bookkeeping Processes

Take a leading role in the management of the parish financial requirements including but not limited to;

- Manage the Parish Planned Giving programme and the School's Parish Capital Improvement Contribution programme
- Liaising regularly as required with the Parish Priest and Diocesan Financial Services Support Staff
- Maintain the integrity and security of the Parish accounting system, financial transactions and cash
- Assist in the preparation of the Parish Annual Financial Reports
- Record receipts and payments and make the payment via CDF online
- Maintain required legal documentation to support direct debits/direct credits

Parish Property

- Coordinate the up-keep and functionality of the Church, meeting rooms, halls and grounds including without limitation that they are well maintained, tidy and ready for use.
- Liaise with engaged contractor to determine whether that contractor should have their own public liability insurance. Copies of all relevant Contractor Insurance should be kept on file

- Liaise with tradesmen, cleaners, gardeners and other contracted employees to ensure that repairs and maintenance are performed in a timely and cost-effective manner

Compliance

- Regularly review procedures for booking of Parish Church and meeting rooms
- Ensure that there is a parish contact responsible for special functions
- Manage the distribution of Parish keys including without limitation maintain a register of keys, regularly review keying systems, key distribution and key collection
- Manage Working with Children Check (WWCC) processes
- Ensure Parish workers have been trained in and the Parish complies with the Diocesan Work, Health and Safety (WHS) policy and WHS legislation, attend WHS training, participate in an annual WHS audit and oversee the maintenance of WHS records and notifications
- Liaise with musicians and musical groups in the Parish in regard to logging issues related to copyright. Complete annual copyright compliance processes

Diocesan Support

- Ensure responses to requests for support or assistance from the Archdiocese in any matters that come within the functions and skill set of the Parish Office are responded to with promptness, courtesy and diligence
- Work collaboratively with other Parishes, Archdiocese agencies, clergy, employees and volunteers to further the mission of the Parish and the Bishop

Inter-Relationships

The Parish interacts with the following internal and external stakeholders:

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| • Parish Priest | • Parish Ministry Groups |
| • Parish Clergy | • Parish primary schools |
| • Parish Committee Members | • Local aged care providers and hospitals |
| • Parish Office Team | |

THE APPLICANT

Knowledge (Essential):

It is essential that the Parish Secretary has the following knowledge, experience and qualifications:

- A comprehensive knowledge of office administration processes and procedures
- Some knowledge of book-keeping or accounting procedures
- Proficient skills in contemporary computer applications including the Microsoft Office suite
- Proficient working knowledge of the accounting software and Microsoft Excel
- Proficient working knowledge of banking, payroll, purchasing accounts receivable, accounts payable and management reporting including balance sheet and bank reconciliation functions
- Excellent organisational skills and the ability to re-prioritise and reorganise priorities
- Excellent word processing, telephone and diary management skills
- Well-developed oral and written communication skills

Knowledge (Desirable):

- Ability to work autonomously and be responsible and accountable for own work and the work of the Parish Office team
- An understanding of the Catholic Church, its mission and the sensitivities and nuances of dealing with various stakeholders
- An understanding of Parish communities

- A working knowledge of the Diocese and ability to quickly become familiar with its policies and procedures

Experience:

- Experience in office administration, supervision and organisation
- Experience working with volunteers in a Christian environment
- Experience working with minimal supervision while remaining a team player
- Well-developed relational and rapport building skills

Qualifications (Desirable):

- Relevant qualifications in office administration or equivalent experience.

Attributes:

- It is desirable that the Parish Secretary has the following attributes:
- A personal commitment to the mission of the Catholic Church
- Ability to manage the requirements of the parish community by anticipating their needs
- Ability to act with tact and discretion, maintaining the highest level of confidentiality
- Demonstrated commitment to service and a willingness to be accountable for performance
- Ability to perform under work pressure
- Punctuality and sound time-management skills including the ability to multi-task and work quickly and efficiently
- Well-developed organisational and problem-solving skills
- Attention to detail, quality and accuracy
- Ability to work collaboratively and consultatively across a wide spectrum of stakeholders
- Value-driven, honest, reliable and integrity
- Ability to be a team player
- A personal sense of warmth and welcoming

PERFORMANCE MEASURES:

The performance of the Parish Secretary will be assessed having regard to:

- Successful outcomes of the major responsibilities of the role
- Achievement of the agreed objectives of any work plans
- Service levels and the level of satisfaction expressed by the Parish Priest and other key stakeholders in respect of the individual performance of the Parish Secretary and the collective performance of the Parish Office team