

Job Posting for Parish Secretary at Archdiocese of Philadelphia

Part Time

St. Charles Borromeo Church

3422 Dennison Avenue

Drexel hill, PA 19026

610 623-3800

Qualifications

The Parish Secretary should have good communication skills to greet callers and welcome parishioners. He/she should be competent with the following computer programs: Microsoft Word, Excel, Parish Data System, Calendar Wiz, Outlook, and other programs as needed. Further competency is required with emailing, web browsing, data entry and similar functions. The person must be able to prioritize responsibilities and fulfill tasks in a timely fashion.

Role of the Parish Secretary

The Parish Secretary is responsible for coordinating the efforts of the Pastor and Pastoral Staff. The Parish Secretary is accountable to the Pastor and Parish Business Manager.

Responsibilities

Assists parishioners with: sacramental certificates and coordinates funerals, registrations, mass intentions, and Sunday announcements.

Answers phone calls, prepares weekly bulletin for publication.

Maintains parish calendar and facilitates facilities usage by parish organizations. Maintains Sacramental records.

Prepares the Sunday Universal Prayers and the Sunday Liturgical Ministers Guide. Sorts and distributes mail. Provides secretarial support to pastor and Business Manager.

Maintains parish Pastoral files. Maintains office supplies and replenishes when necessary.

Maintains the Parish mass Intentions Book and material related to mass intentions.

Prepares the Annual Pastoral Report for the Archdiocese of Philadelphia. Orders Liturgical supplies for the Church.

Assists in Counting and creating deposit slips for Sunday collections. Provides Business Manager with completed deposits for bank.

Salary and Benefits

Commensurate with experience and resume.

Please email resume to Parish Business Manager Anthony Mantellino amantellino@scbdh.org