

Diocese of Gaylord
Job Description
Parish Secretary

Status: Non-Exempt **Reports to:**

Date Revised: 9-1-08

Primary Function:

Prepare the weekly parish bulletin and records all sacraments and funerals in the appropriate parish books. Answer phones and assist all who come to the door.

Major Areas of Responsibility:

- Prepare the weekly parish bulletin.
- Record all sacraments and funerals as required by the church's laws in appropriate parish books and the web-based program P.A.S.T. (Parish Archival Sacramental Tool) Upon hire obtain unique username and password from the Diocese.
- Answer phones and assists with secretarial work for all who require that service.

Specific Responsibilities:

- Type up General Intercessions and announcements for each weekend and place them appropriate binders.
- Schedule the various liturgical ministers, monitoring areas of need for new ministers
- Fill out funeral planning sheet whenever there is a call from the funeral home.
- Prepare parish mailing when needed
- Keep pastor informed on all matters the need his attention
- Sort the daily mail
- Refer all request for baptisms to Pastor
- Refer all requests for marriage to the Pastor
- Keep office in good order.
- Order all office supplies as needed
- Type and copy material as requested
- Performs other responsibilities as assigned

Qualifications:

Should have at least 3 years experience in secretarial skills, such as dealing with the public, knows various aspects of the computer, has some done some financial work and has an understanding of the Catholic faith.

Employee _____ Date _____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Diocese of Gaylord Performance Appraisal Form Parish Secretary

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: SECRETARY

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. Prepare the weekly parish bulletin Meets _____ Needs Improvement _____
2. Record all sacraments and funerals as required by Church laws in appropriate parish books and the web-based program P.A.S.T. (Parish Archival Sacramental Tool). Meets _____ Needs Improvement _____
3. Answer phones and assists with secretarial work for all who require that service Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the Secretary:

Specific Responsibilities

1. Type up General Intercessions and announcements for each weekend and place them in appropriate binders. Meets _____ Needs Improvement _____
2. Schedule the various liturgical ministers, monitoring areas of need for new ministers. Meets _____ Needs Improvement _____
3. Fill out funeral planning sheet whenever there is a call from the funeral home. Meets _____ Needs Improvement _____
4. Prepare parish mailings when needed. Meets _____ Needs Improvement _____
5. Sort the daily mail. Meets _____ Needs Improvement _____
6. Keep the pastor informed on all matters that need his attention. Meets _____ Needs Improvement _____

- | | |
|---------------------------------------------------|----------------------------------|
| 7. Refer all requests for baptisms to the pastor. | Meets_____Needs Improvement_____ |
| 8. Refer all requests for marriage to the pastor. | Meets_____Needs Improvement_____ |
| 9. Keep office in good order. | Meets_____Needs Improvement_____ |
| 10. Order all office supplies as needed. | Meets_____Needs Improvement_____ |
| 11. Type and copy material as requested. | Meets_____Needs Improvement_____ |
| 12. Performs other responsibilities as assigned. | Meets_____Needs Improvement_____ |

Please comment on any items that need improvement or have been outstanding in the performance of the Secretary:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Secretary Comments:

Secretary

Date