



## **Employment Opportunity**

### **PARISH SECRETARY**

#### **St. Patrick's Parish and St. Mary's Mission**

91 Church St, Schomberg, ON L0G 1T0

Full Time (35 hours per week)

Shared position between a parish and a mission church

#### **Overview:**

St. Patrick's Parish is seeking a full time Parish Secretary to provide a full range of secretarial and related office services for the pastor, pastoral team, parishioners, and the various parish committees and groups of both St. Patrick's Parish and St. Mary's Mission. The Parish Secretary represents the parish to all those who call, visit, or come into contact with the parish.

#### **Responsibilities:**

- Perform secretarial duties for the pastor, pastoral team, and committees/groups
- Oversee the timely opening and secure closing of the office each day
- Greet visitors, schedule appointments, type written communications and process mail; prepare bulk mailings as needed
- Address walk-in, telephone, and email request/inquiries
- Establish and maintain office record keeping and filing systems
- Process new-parishioner registration forms; provide an overview of ministries available to parishioners; explain modalities of contributing to the parish; provide offertory envelopes as needed
- Use Parish Administration and Accounting software to maintain the parish offertory envelope system; post all weekly and special collections on a weekly basis; input invoices and deposit information; generate and file audit reports, and monthly banking reconciliation; prepare cheques for signature; prepare by-annual financial reports for Government and Diocese; close financial books at year-end
- Maintain petty cash funds and records
- Update parishioner records on a regular basis
- Ensure proper back-up of computer data
- Organize, file, and update all sacramental records in accordance with Archdiocesan policies and procedures; send notice of confirmation and marriage to churches of baptism
- Prepare sacramental certificates
- Coordinate scheduling of weddings, funerals, and other events, contacting appropriate persons involved; communicate with families/relatives, engaged couples, etc.
- Administer parish regular and special events, including use of parish facilities, identifying room/area, date, time, and users; coordinate and maintain a list of current key holders to parish facilities
- Maintain inventory of office supplies; order materials, supplies, or equipment as needed; liaise with vendors; oversee the maintenance contracts for office equipment
- Process and record Mass intention requests and stipends; print mass cards as needed; print list of mass intentions for weekday and weekend masses
- Maintain the parish agenda
- Assist with the preparation of the Sunday mass binder: print the prayers of the faithful and announcements; print the weekly bulletin



- Assist Pastor and Lay Pastoral Assistant as requested
- Attend Staff meetings
- Other duties as required by the Pastor

### **General Requirements:**

- College degree in office administration or equivalent education required
- One to two years of general secretarial experience
- Understanding of the Catholic Church, its tenets, and culture
- Typing and/or word processing at 50 wpm.
- Proficient in accounting practices and office software (knowledge of Microsoft Office an asset).
- Strong command of the English language, both verbal and written
- Superior interpersonal and communication skills
- Ability to represent the parish in a professional manner
- Ability to set priorities and organize work effectively and efficiently, including developing and maintaining record-keeping systems
- Ability to compose correspondence, minutes and/or reports
- Ability to honor and maintain confidentiality
- Available during regular business hours
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

### **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program).
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days



Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Ignacio Pinedo** at **[ipinedo@archtoronto.org](mailto:ipinedo@archtoronto.org)**. Deadline for receipt of applications: **Until position is filled**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*