

Position: Director of Parish Services
Location: St. Mark the Evangelist Catholic Church
Status: Full-time, 12 months no-exceptions
Supervisor: Pastor

Primary Functions:

The Director of Parish Services serves the parish by supporting the administrative needs of the parish office and staff, fostering a warm and friendly family environment and interacting with parishioners and the public.

Position Content:

A. Receptionist

1. Welcoming visitors to the Parish Office.
2. Answers incoming calls and transfers them to the appropriate person.
3. Handles routine questions concerning parish information.

B. Secretarial

1. Assists in maintaining parish sacramental records with a volunteer.
2. Distributes incoming and prepares outgoing mail.
3. Prepares bulk mailings and delivers to the post office.
4. Assists in the scheduling of facilities.
5. Oversees and maintains Parishioner database using Parish Soft Software.
6. Coordinates Funeral Masses and Mercy Meals.
7. Assists priest and deacon in scheduling baptisms, funerals and weddings.
8. Prepares sacramental certificates.
9. Recruits and trains office volunteers.
10. Maintains volunteers who visit the nursing home and visit homes of parishioners.
11. Prepares Petitions and Announcements for the Weekend Masses.
12. Ensures sign-in sheets are available for EMHC & liturgical volunteers.
13. Assists in quarterly schedules for liturgy volunteers for the weekend and special Masses, working with a volunteer
14. Provides worship aides for funerals and for special services when required.
15. Maintains the copiers for general upkeep and troubleshoots when necessary.
16. Replace postage as needed for the postage machine and update postage changes.

C. Communications

1. Creates weekly bulletin
2. Updates website
3. Updates Facebook, Twitter, YouTube and Snap Chat sites

D. Administrative

1. Assists and shares in ministering to persons in crisis.
2. Collaborates closely with Pastor, Business Manager and other parish staff members.
3. Serves as a pastoral generalist, able to function in a variety of specific areas as appropriate.
4. Possesses basic knowledge of how the parish operates and is able to grasp quickly how the Parish Office functions.
5. Possesses the ability to maintain confidentiality in all matters.
6. Possesses the ability to relate to a variety of persons.
7. Participates as a member of the parish staff.

Qualifications and Experience:

Demonstrated commitment to the mission and values of the Catholic Church

Experience in dealing with people

Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher and Outlook

Working knowledge of Facebook, Twitter, YouTube and Snapchat

Demonstrated commitment to service and a willingness to be accountable for personal performance

Attributes:

Professional manner and presentation

Excellent people skills

Attention to detail and a well ordered approach to work

Awareness of and a commitment to service

Excellent communication skills

Ability to act with discretion and to maintain complete confidentiality

Ability to build working relationships with those people that come in contact with this role

Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance Management:

Performance on the key responsibilities and attributes for this role

Service levels and the level of satisfaction expressed by key stakeholders

Ability to develop and maintain relationships with Parish staff

The Parish Secretary will maintain office hours Monday – Friday 8:30am – 4:00pm