



**Job Title:** Secretary

**Written/Revised:** 4/22/16

**Parish:** Saint Catharine of Siena

**FLSA Code:** Non-Exempt (Hourly)

**Responsible to:** Pastor

## **I. JOB SUMMARY**

The Secretary coordinates and facilitates the day-to-day operations of the activities of the Parish. This position offers the flexibility and opportunity to make use of particular gifts and talents of the individual such as computer skills, programming, and scheduling of various ministries. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Parish.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established Parish policies, procedures and guidelines.

## **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Coordinates all clerical aspects of the Parish Office.
2. Responsible for coordinating sacristy and church readiness.
3. Performs customer service functions by answering parishioners' requests and questions.
4. Coordinates the scheduling of various liturgical ministries and assists parishioners in the use of the Ministry Scheduler.
5. Maintains an up to date parish census, including updates to and from the Diocesan Census. In connection with this, prepares the annual Status Animarum for the Diocese of Columbus.
6. Maintains sacramental records, including preparation of permission forms, sacramental certificates, and notifications to church of baptisms.
7. Maintains list of baptism classes, confirms attendance, and records in parish census.
8. Schedules baptisms and prepares Baptismal Certificates for clergy.
9. Schedules mass intentions.
10. Assists in maintaining the parish calendar.
11. Assists in arrangements of funerals and coordinating with Funeral Home, Parish Bereavement Committee, and Altar Servers.
12. Secures the daily closing of the office including but not limited to posting of US Mail, locking safe, and storage door.
13. Maintains list of parish shut-ins.
14. Schedules meetings and follow-up as needed or requested.
15. Assists Pastor with various special projects.
16. Regular attendance and punctuality is essential for this job.

## **III. OTHER POSITION RESPONSIBILITIES**

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. The successful candidate should pass competencies for this position.
4. Performs other duties as assigned.

#### IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program.

**Education:** High School degree or GED is preferred.

**Experience:** A minimum of two years prior experience in an office setting is required; keyboard and computer experience required.

**Job Related Skills:** An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent reading skills and communication skills. Must be courteous at all times; must be flexible to adapt to changing needs;

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, clients, and other employees of the Diocese.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Working Environment:** The ability to maintain all information highly confidential.

#### V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

## ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

### ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here [http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date

The following items marked with a "√" are the physical and mental job requirements that are **essential** for this

position.

### **Physical**

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
  - √ Stairs
  - Ladders
  - Scaffoldings
  - √ Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

### **Coordination**

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- Driving

### **Mental**

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

### **Interpersonal**

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

### **Perception**

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Pastor's Approval

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Date