

HOLY TRINITY PARISH JOB DESCRIPTION

This document was last reviewed May 2025
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Job Title: Pastoral Secretary/Administrative Assistant Number: _____

Reports To: Pastor

Department: Pastoral Administration

Full Performance Period: 1 year Eligible for Overtime: Yes

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Contract Wkrs: No Boards No

General Purpose: Assist the Pastor by providing administrative support services for effective operations of the Parish.

Essential Duties and Responsibilities:

Administrative Assistant

- Design, edit and publish the weekly parish bulletin, and various publications for the parish.
- Publish, update and distribute calendar of parish facilities and events.
- Schedule use of parish facilities and control the use of facilities keys/fobs.
- Distribute Liturgical Ministry schedules as needed.
- Schedule and publish Mass intentions.
- Schedule substitute priests for daily/weekend Masses and special liturgies. Submit requisitions for payment to bookkeeper.
- Schedule volunteers for parish office needs (i.e., stuffing bulletin, parish mailings etc.).
- Prepare church for daily and weekend Masses (i.e. bulletins, announcements, mass intentions).
- Monitor and order all Church supplies.
- Record and update confidential information pertaining to Sacramental records, parish database and parishioner information.
- Ensure complete paperwork for upcoming baptisms and marriages.
- Help coordinate funeral services (servers, lector, musician, cantor)
- Ensure that VIRTUS is complete for all volunteers.
- Schedule interviews, send reference letters, and administer background checks for new applicants.
- Produce promotional materials for special parish events.
- Update parish website.
- Compile reports when needed. Research information requests, as needed.
- Attend regional/diocesan meetings as required.
- Assist all departments with projects as time allows.
- Provide back-up training for front office responsibilities.

Reception

- Open/close the parish office on business days.
- Answer incoming calls for the parish offices. Announce and assist visitors. Respond to routine correspondence.
- Check voice mail regularly (respond to incoming calls, update outgoing messages)
- Sort and distribute incoming mail. Post outgoing mail.
- Send, receive, and distribute emails.
- Troubleshoot equipment failures. Call for equipment repairs (phone, computers, printers and copy machine).
- Install and utilize software upgrades/updates.
- Order office and postage supplies.
- Maintain an attractive reception area for visitors.

Job Description for Pastoral Secretary/Administrative Assistant

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility: Volunteers

HIRING	N					
ASSIGNING & SCHEDULING WORK	F					
MONITORING & CONTROLLING WORK	F					
DISCIPLINE	R					
PERFORMANCE EVALUATION	N					
SALARY RECOMMENDATIONS	N					
DISMISSAL	N					
BUDGET RESPONSIBILITY	Yearly					
PROPERTY RESPONSIBILITY	Responsible for the proper functioning and maintenance of front desk equipment.					
CONFIDENTIAL INFORMATION	Responsible for the security of confidential information.					

N indicates no responsibility for action/decisions

R indicates responsibility for recommending a course of action requiring one other approval

F indicates responsibility for the Final decision

Minimum Requirements:

Education: Minimum 2 years of college education desired or equivalent experience

Experience: Experience in office administrative field and graphic design experience
Proficient in Microsoft Office, Excel.

Demonstrated experience using Publisher software

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Demonstrated faith relationship with Jesus Christ and preferably the Catholic Church
- Excellent verbal communication and listening skills and the ability to relate well with a variety of people
- Strong telephone skills and the ability to handle several incoming telephone lines.
- Ability to prioritize diverse tasks in a busy office and be flexible.
- Ability to be calm and maintain a positive outlook under pressure and serve those with difficult and unusual requests and situations.
- Ability to access information regarding other community resources available.
- Strong clerical and office skills.
- Ability to operate a variety of office equipment.
- Ability to move freely within the parish office and parish buildings, narrow halls, steps).
- Must have ability to maintain a high degree of confidentiality in all matters
- Must demonstrate excellent oral and written skills
- Must demonstrate an excellent flair for graphic design for the purpose of publishing the bulletin, website and other parish advertisements and mailings.

Physical Requirements of this position include:

WORKING ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE	X		
VDT/CRT USE	X		
DRIVING		X	
STANDING			X
SITTING			X
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOVEMENTS		X	
OPERATING MACHINERY			
COPIER			X
TYPEWRITER			
TELEPHONE			X
10-KEY			
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X
POSTAGE METER & SCALE			X

FREQUENCY OF REQUIRED EXPOSURE/USE

OTHER REQUIREMENTS	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far	PREFERRED		
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
Local			
National			
International			
This position does not require travel.			
EVENINGS	X		
WEEKENDS	X		

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lb..)			X
MODERATE (5 to 20 lb..)		X	
HEAVY (Over 20 lb..)	X		
DESCRIPTION OF MOVEMENT			
LIFT/LOWER			X
CARRY		X	
PUSH/PULL		X	
REACH ABOVE	X		

Pay \$23 - \$27/hr based on experience; 30 – 35 hours per week.