

St. Elizabeth Parish - Reese, Michigan
Part-Time Church Secretary

NAME: *St. Elizabeth Parish - Reese*

DATE: *11-2-17*

JOB TITLE: *Church Secretary*

SUPERVISOR: *Business Manager*

STATUS: *Part-Time Non-Exempt Hourly*

I. GENERAL DESCRIPTION

- π *To assist in the operations of Parish and Church Office*
- π *This position will be part of the Administrative Function in servicing the needs of the Parish and the Parishioners*

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- π *The primary responsibilities will be:*
- π *1) Assist in preparing Weekly Church Bulletin*
- π *2) Preparing the Bi-Monthly Minister Schedule*
- π *3) Prepare agendas for meetings*
- π *4) Registering New Parishioners (including contacting Our Sunday Visitor)*
- π *5) Maintain Church Facility Reservation Schedule*

⌘ 6) Lend support to Office Staff - including (but not limited to) answering phones, waiting on people visiting the office

⌘ 7) Communicating to the priest Meeting Schedules for the following week

⌘ 8) Send e-mail reminders to all people who have meetings the following week

⌘ 9) All other duties assigned

⌘

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

⌘ This position reports to the Parish Business Manager

⌘ Working relationships - This person will work primarily with the Priest, the Business Manager and the School Secretary

IV. WORKING CONDITIONS

⌘ Hours of works - The primary schedule for this position (but subject to change) is Tuesday, Wednesday and Friday from 8 a.m. to 3:00 p.m. (Including a half an hour for lunch)

⌘ Nature of work - The nature of the work is Administrative and Clerical Support

⌘ Necessary physical requirements - Work is performed primarily in an office setting. Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs. Some evening and weekend work may be necessary.

- ⌈ *Special Circumstances - Limited travel may be required. You will be reimbursed for all mileage incurred.*

V. QUALIFICATIONS & SKILLS

- ⌈ *Required knowledge, skills, experience, and aptitudes - Previous secretarial experience, preferably in a Church setting*
- ⌈ *Required certification, degree, license - A High School Graduate*
- ⌈ *Applicant should have a valid Michigan Driver s License and Proof of Insurance..*
- ⌈ *Regular, reliable attendance is required for this position*

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

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.

SIGNATURES

- ⌈ *Supervisor s to indicate assignment of duties, line of supervision*
- ⌈ *Employee s, after hire, to indicate acceptance of duties and supervision*

Employee: _____

_____ Date: _____

Supervisor: _____ Date: _____