



St. Elizabeth of Hungary Parish
12835 E Washington Road – P.O. Box 392 – Reese, MI 48757
(989) 868-4081 – www.stelizabethreese.org

Parish Receptionist / Secretary Job Description

General Description:

The Parish Receptionist / Secretary provides skilled secretarial and related office services to the pastor, business manager and parish staff. This person assists the pastor and business manager in planning and coordinating various parish activities. This position is expected to use personal judgment in carrying out routine duties and responsibilities of the parish office.

Essential Duties and Responsibilities:

- Welcoming, greeting, and referring visitors.
- Answering the telephone, taking messages, and/or referring caller to appropriate person.
- Preparing, printing, and distributing the parish weekly bulletin in due time.
- Overseeing the counting of weekly donations.
- Make cash deposits as needed.
- Assisting with school financial records including deposit and post school fees on Teacher Ease, deposit school students' activities money, and deposit Little Bloomers program fees for preschool.
- Attending desk while the school secretary is absent for lunch or any other reason.
- Typing all correspondence as requested by the pastor and business manager.
- Maintaining and preparing all parish and sacramental records.
- Notify other parishes for sacramental records and prepares duplicate certificates as requested.
- Picking up mail and delivering it appropriately.
- Work on parish mailings as requested.

Vision Statement

As disciples of Jesus Christ, we will have full and active participation by knowing, living, sharing and celebrating our Catholic Faith.

Mission Statement

St. Elizabeth of Hungary Parish Community is called to know, live, share and celebrate our Catholic faith

- Assisting with work, maintaining the copy machine and copying materials for pastoral endeavors as requested by the pastor and business manager.
- Maintaining the physical appearance of the office and conference room so as to present an organized and pleasing atmosphere.
- Assisting with secretarial responsibilities to the director of religious education, parish councils, commissions, and organizations.
- Assisting with planning and arrangements related to liturgical celebrations as requested.
- Performing other duties as assigned by the pastor and business manager.

Collaborative Relationships:

- Communicate and collaborate with the pastor, business manager, other staff members, and parishioners in order to facilitate an efficient operation of the parish office.
- Serve the pastor, business manager and other staff members in carrying out other duties as required for the quality ministry due to the people.

Working Conditions

- **Status:** Part Time Position 2, hourly, non-exempt (18 Hours per Week)
- **Hours:** Monday, Tuesday and Wednesday, 9:00 a.m. to 3:00 p.m.
- Weekend or evening hours may also be required depending on church programs & events.
- 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.



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Qualifications and Skills

- **Job related skills:** Understanding of communications and the Catholic perspective. Ability to serve others. Ability to use standard office equipment. Excellent computer skills, including knowledge of MS Office with particular emphasis in Word, Excel, Publisher, PowerPoint and Outlook. Familiarity with Parish Data System preferred.
- **Interpersonal Skills:** Ability to work with others in a collaborative team. Ability to maintain discretion and confidentiality, ability to self-start, multi-task and prioritize projects, as well as, ability to work independently without supervision.
- **Language Skills:** Ability to read and comprehend simple instructions, write correspondence, and memos. A demonstrated ability to communicate effectively with a community of diverse parishioners is essential.
- **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.

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 at-will employee.

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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:** _____