



Ministry of Hospitality –Position: Parish Secretary

The position of Parish Secretary is part of Ministry of Hospitality, it includes a variety of typical secretarial responsibilities. In addition, the Secretary has the responsibility of being the “face & voice” of the Parish. Persons coming into contact with the office do so under a wide variety of situations: people who are in need, grieving, celebrating, simply seeking information, all are made welcome here and the Parish Secretary is often the point of contact to convey that welcome.

Responsibilities include but are not limited to the following:

- Being a member of the Pastoral Team
- Receptionist
- Answering the phone, directing calls, taking messages and managing the flow of information of activities in the parish.
- Parish scheduling: the Calendar, Funerals, Baptisms, Memorial Masses etc
- Schedule meetings and arrange appointments as needed for priests.
- Keeping a central record of upcoming weddings and managing details as they arise
- Compiling and being the editor of the weekly parish bulletin
- Maintaining the central parish files
- Maintain and update database in PACS
- Keeping the sacramental records updated
- Preparing certificates and other document related to Sacraments
- Clerical support for Parish Priest, and Parish Pastoral Team
- Other responsibilities as assigned by the Parish Priest.
- Type minutes of some committees and keep a comprehensive file of all minutes.
- Coordinating certain parish activities.
- Organise and maintain financial records, including payroll, deposits, payments bank accounts, account reconciliations, quarterly BAS and monthly financial reports.

Qualifications:

The Parish Secretary is expected to have a warm and welcoming personality, be articulate in speech and writing and be thoroughly comfortable in a public position, responding to many different people in the course of a day. Because this is a Catholic Community, it is necessary that the successful applicant be thoroughly familiar with and experienced in matters related to the Catholic Church and have a strong commitment to the Catholic faith as this is a role within the Hospitality Ministry.

Previous experience of working in a secretarial role.

Experience in preparing reports and submissions.

Competence with computers and intermediate to advanced skills in Microsoft Office and or Mac, and other required computer applications for a busy office is necessary. Have experience in MYOB or similar accounting program.

A high level of initiative and team focused flexible approach with bright, positive and friendly demeanour.

Other details:

The Secretary will work under the direct supervision of the Parish Priest. Arrangement for special hours, changes in days off, and other such matters shall be a matter arrived at between these two.

Hours are: 8:30 – 4:30, Monday – Friday. (Some negotiation is possible)

This is a child-related position. (So some screening will be required).

Salary is competitive and commensurate with experience.

Comprehensive benefits are excellent.

The position is currently available.

Interested applicants are invited to e-mail a letter of interest and CV to:

Parish Priest

The Catholic Parish of Pittwater

1Keenan St

Mona Vale NSW 2103

Or email to : pittwaterpp@exemail.com.au

Applications close 3pm Wednesday 3rd February 2010.