



ST PAUL'S CATHOLIC PARISH

ONE PARISH - SIX CHURCHES - MANY NEEDS - WORKING TOGETHER

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POSITION DESCRIPTION:

Parish Secretary St Paul's Parish, Moss Vale

Reporting to: Fr Richard Green, osppe, Parish Priest
The Position: The primary purpose of this position is job shared (2 days a week) in providing secretarial and administrative support to the Parish Priest.

Responsibilities: The Parish Secretary is accountable to the Parish Priest for the following:

- Opening incoming mail and posting outgoing mail
- Typing – including correspondence
- Receptionist duties:
 - Answering the phone and taking messages
 - Dealing with enquiries, incoming emails and correspondence
- Coordinating the Parish diary for:
 - Weddings, Baptisms, Funerals
 - Liaising with parishioners, parish groups, clergy and other groups to facilitate the smooth operation of the Parish
- Maintenance and development of Parish database on PACS software system including:
 - Register of Baptisms
 - Register of Weddings
 - Register of Funerals
- Maintenance and supervision of Parish internet connection including:
 - Send and retrieve emails
 - Basic upkeep of the parish website
 - Maintenance of Parish Website
- Notifications of Baptisms, Marriages and Confirmations
- Issuing of certificates for Baptisms
- Maintenance and development of Parish accounting records through PACS software, i.e.:
 - Cash Receipts
 - Cash Payments
 - General Ledger

- Monthly bank reconciliations of Parish Maintenance, SEDSO, School Building Fund bank accounts
- Monthly financial statements printed from PACS
- GST implementation and compliance
- Maintenance of Payroll records
- Attend Parish Pastoral Council and Parish Finance Council monthly meetings
- Attend Diocesan gatherings if necessary
- Liaising with the Finance Committee to ensure the production of the annual financial report
- Accepting and coordinating bookings for the parish Churches and school hall
- Maintaining parish office supplies
- Weekly banking collections
- Payment of accounts due
- Keeping the register of any reported injuries up to date
- Maintaining procedures in relation to WH&S, Child Protection, finances, etc
- Maintain archives
- Selling items from the Piety Stall
- Other reasonable duties as requested by the Parish Priest

Inter-relationships:

The Parish Secretary interacts with the following internal and external groups:

- Parish Priest and Parish staff
- Primary Schools, Primary Schools' Parents, Parishioners and Parish volunteers and Coordinators/Sacristans of the Station Churches
- Other Parishes and agencies in the Diocese of Wollongong
- Maintenance people, contractors and suppliers

Qualifications and Experience:

The ideal Parish Secretary will have:

- Demonstrated commitment to the mission and values of the Catholic Church
- Minimum of one years' experience in a similar role or in a role encompassing the key areas of competency for this position
- Experience in dealing with people
- Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher (or similar software) and Outlook or operating systems for MAC
- Experience with PACS an advantage
- Experience with forms of electronic payment
- Demonstrated commitment to service and a willingness to be accountable for their performance

Attributes:

The Parish Secretary will demonstrate the following attributes:

- Professional manner and presentation
- Attention to detail and a well ordered approach to work

- Awareness of and a commitment to service
- Communication skills
- Ability to act with discretion and to maintain complete confidentiality
- Initiative and proactive nature
- Ability to work autonomously and with minimal supervision
- Ability to build working relationships with those people that come in contact with this role
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Able to work under reasonable pressure

Performance Management:

The performance of the Parish Secretary will be assessed on a regular basis having regard to:

- the performance on the key responsibilities and attributes for this role
- the ability to reduce the administrative workload of their Manager
- service levels and the level of satisfaction expressed by key stakeholders
- the ability to develop and maintain relationships with Chancery staff, parishes and agencies