

Job Purpose: To provide administrative assistance to the parish priest and parish in the day to day service provision of the parish office.

Pastoral: To be a welcoming and kindly presence representing the parish to all who come to the parish office for assistance.

Organisational: To maintain an efficient office, fulfilling secretarial expectations in filing systems, typing, phone answering, updating of parish records and confidentiality of information in Parish Records.

Sacramental: Assist the parish priest and parish in preparatory work for celebrations of Parish Liturgy in general, the Mass and the sacraments, and in the updating of Baptism, Confirmation and Marriage registers, the issuing of certificates as required and related responsibilities in recording of, filing and communication of sacramental celebrations. Similar responsibility arises in relation to reception of funeral arrangements and subsequent recording of funeral details.

Financial: Oversee Parish collections for lodgements weekly.
Record all lodgements.
Take responsibility for Petty Cash, yearly Planned Giving envelopes, boxes and labels.

Record on the Parish Pastoral Management System all planned giving monies through the envelope scheme and all one off donations, recording these against individual parishioners' names on a weekly basis. Other entries are to be made on a monthly basis based on monthly bank statements and on stole fees.

Christmas, Easter and Summer Dues are to be recorded on Pastoral Management and Christmas, Easter, Summer and November Dead List envelopes to be prepared and their distribution organised. Common Fund, Share and Diocesan Collections are also entered and processed monthly. A monthly recording and entry on Pastoral Management of Online Donations are also made.

On a quarterly basis, stole fees returns are made to the individual priest, the parish and the Common Fund. Tax rebate applications are to be prepared each year.

Assist voluntary fund-raising, enter donations on Pastoral Management and lodge donations as received.

Assist the parish priest with the preparation of the Weekly Bulletin.

Jobholder entry requirements:

Knowledge (Education and Experience)

Administrative experience is required.

- IT literacy in MS Word, Excel, Powerpoint and Outlook
- Database experience desired
- Knowledge and experience working with Pastoral Management and Accounts IQ are also desirable.

Key Behaviours:

- Ability to work on one's own and as part of a team.
- Good organisational skills
- Ability to multi-task
- Enthusiastic and motivated
- Flexible
- Ability to show initiative
- Ability to take direction
- Ability to uphold confidentiality

Key Relationships:

Internal:

Priest in charge
Parish Team
Members of the Parish Pastoral Council
Members of Finance Committee

External:

Parishioners
Members of the public using church facilities.