

**Parish Secretary
Saint Elizabeth of the Trinity Parish Grouping**

May 2023

Position:

The position being offered is **Parish Secretary** for Saint Elizabeth of the Trinity Grouping, representing the four parishes of Immaculate Heart of Mary, Holy Family, St Jude's, and Holy Ghost. The work will be based out of the parish office at Immaculate Heart of Mary church. This position is part time with an initial probationary period of 90 days. Permanency will be determined after that.

Hours: 22 hours per week
Monday, Tuesday, Wednesday from 9 a.m. to 1 p.m.
Thursday from 9 a.m. to 4 p.m.
Friday from 9 a.m. to 12 p.m.

Accountable to: Priest Moderator
Business Manager

Purpose and Vision:

The primary responsibility of the Secretary is to facilitate communications and act as minister of hospitality to the Parish. As the first point of contact at the parish office the Secretary will welcome and assist visitors in a professional and courteous manner, answer the telephone, and assist with administrative needs.

Conditions of Employment:

- Able to sit, stand, work in the office space provided; able to climb stairs
- Able to answer telephone and speak clearly
- Maintain confidentiality
- Meet the requirements of the *Diocesan Policy on the Prevention of Violence Toward Vulnerable Persons*

Primary Responsibilities:

- Understand the vision and mission of the Parish Grouping of Saint Elizabeth of the Trinity, under the guidance and direction of the Parish Pastor
- Answer the general phone lines, screen and reroute calls and take messages.
- Welcome and assist visitors to the parish offices.
- Prepare the weekly Sunday bulletin and ensure distribution within the Parish grouping
- Prepare sacrament papers and certificates, and update parish registers
- Schedule mass intentions and accept payments; keep accurate mass intention accounts
- Prepare various ministry schedules as needs arise
- Prepare annual statistics for the Diocese
- Communicate with all the churches (Holy Family, St Jude's, and Holy Ghost) to ensure their secretarial support needs are being met
- Assist with the annual All Souls Mass – provide the list of deceased, create communication, photos, work with the volunteers to coordinate the mass, and other tasks
- Provide support the parish groups and committees, as required (posters, copies, tickets, etc)
- Update databases as required
- Work with Catechetics personnel to assist with clerical work and communications

- Assist with general mail outs or other/any correspondence to the parish community
- Upload bulletins, announcements, schedules, and other information to the website and Facebook page
- Report the music for copyright purposes

Other duties:

- Other duties, tasks or responsibilities as directed by the Pastor or Business Manager
- Ensure office equipment is maintained; advise Business Manager of any problems as they arise
- Keep the reception area tidy and ensure bulletin boards are up to date
- Ensure coffee supplies are adequate

Confidentiality:

- The Parish Secretary is often in a position to receive confidential information. He/she has an obligation to maintain the confidentiality of proprietary, confidential, and sensitive information, documents and data concerning the Parish Grouping of Saint Elizabeth of the Trinity, its staff, members, organizations, and Pastor. As a Staff Member, he/she will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information.

Qualifications:

- Demonstrated effective interpersonal communication skills
- Capacity for empathy and discretion
- Ability to prioritize work assignments
- Flexibility to adjust to changes in schedule, routines, and job assignments
- Good working knowledge of Microsoft Office and Windows.
- A minimum of three years' experience working in a related field

Wage: paid biweekly

Overtime:

- Staff is not paid for overtime but can take time back for hours above their normal weekly hours; this position requires occasional work outside of regular schedule (for special masses, assisting with opening church) in exchange for regular hours

Paid Holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, NB Day, Labour Day, Sep 30, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and your birthday.

Vacation: 4% for 1-5 years; 6% for year 6-10; 8% for year 11+
*Vacation time is **not** permitted:*

1. *during December*
2. *Wednesday before Palm Sunday until Wednesday after Easter*

Benefits: (after permanency is established)
 Employee's health plan (cost shared 50% with employer)
 Matched contribution to pension plan of 5% of salary