

JOB DESCRIPTION:

Title: Parish Secretary

Position: Part-time; Hours and compensation to be discussed.

Resumes: holynamechurchnashville@comcast.net or c/o Holy Name Catholic Church, 521 Woodland Street, Nashville, TN 37206.

GENERAL: Provide secretarial and related office support to the clergy and parish community. Responsible for editing the weekly parish bulletin and verbal announcements, Sacramental and census records keeping, and office assistance related to parish committees, Parish Pastoral Council and the Finance Board.

Skills:

- High school diploma, GED or equivalent.
- Proficiency in using computers and Microsoft Word, Publisher, and Excel.
- Good interpersonal skills and a willingness to collaborate with other staff and volunteers on a regular basis.
- Maintain confidentiality and a pastoral nature when assisting parishioners and the public.

Other duties include:

1. Greet visitors and answer phones. Update and maintain voicemail greetings.
2. Process incoming and outgoing mail. Prepare parish mailings.
3. Add and update parishioner information (census) using PDS/Church Office software.
4. Assist with parish outreach. Process parishioner registrations and send "New Parishioner" letters, manage parish Flocknote account and send messages.
5. Prepare regular and holy day schedules for Ministers of the Altar (Lectors, Announcers, Eucharistic Ministers, and Altar Servers.).
6. Update and maintain parish website and manage website calendar for all parish-related events, Masses, holy days etc.
7. Have bulletins and announcements prepared and available in the church for weekend Masses. Upload bulletin to website in .pdf format.
8. Prepare collection bags for all weekend or holy day Masses.
9. Ensure counters (for collections) have everything necessary upon arrival at the office on Mondays.
10. Check Vigil Light coin boxes in the church and empty as needed for counters.
11. Oversee inventory of office and maintenance supplies. Place orders as needed upon approval by the pastor.
12. Schedule parish facility use and rentals, maintain a calendar of events for staff and tenants, and coordinate the use of parish keys.
13. Assist tenants with questions and/or concerns as needed.
14. Coordinate Safe Environment program for the parish.
15. Attend meetings sponsored by the Diocese of Nashville as needed.
16. Perform other duties as assigned.