

Diocese of Nashville

<https://dioceseofnashville.com/job/secretary-receptionist/>

Secretary/Receptionist

Description

Responsible for welcoming all who interact with the parish office, whether in person, by telephone, or other electronic means. Provides administrative support services for the pastor, staff, and various parish committees.

Essential Duties and Responsibilities:

1. **Receptionist Services for the Parish Office:**
 - Greets and directs visitors.
 - Answers telephone and directs calls appropriately.
2. Records clear and accurate verbal and telephone messages for the Pastor or other staff.
3. Responds to routine questions regarding parish policies and refers non-routine questions to the Pastor.
4. Maintains monthly computerized calendars for pastor and parish activities, keeping the pastor informed.
5. Prepares routine outgoing correspondence ensuring accuracy of grammar, punctuation, spelling, and content.
6. Retrieves and responds to general parish email, referring non-routine inquiries to the Pastor.
7. Sorts incoming mail and oversees preparation of outgoing parish mailings.
8. Establishes and maintains office filing system; files needed materials routinely.
9. Prepares weekly parish bulletin for distribution at weekend Masses and gives it to the pastor for final approval.
10. Prepares liturgy guides for funeral services, Christmas, Divine Mercy, and other special events.
11. Monitors supply inventory and orders supplies as needed or requested. Keeps Pastor informed of expenditures.
12. Oversees the functional use of office equipment, maintains records on maintenance agreements, and requests equipment repairs/service as necessary.
13. Maintains sacramental records in the parish register, prepares sacramental certificates as needed, and notifies the parish of Baptism.
14. Enters new registrations and address/name changes in the Parish Data System (PDS) and parish registry.
15. Responds to various reports, surveys, and forms required by the Diocese (e.g., Tennessee Register, Bishop's Annual Appeal, and the Official Catholic Directory).
16. Schedules all lay ministers, including altar servers, Eucharistic ministers, lectors, commentators, ushers, and sacristans.
17. Prepares flower memorials for Christmas and Easter flower donations or other special occasions.
18. Schedules use of parish facilities.
19. Maintains parish key log, recording dates and keys issued and to whom.
20. Prepares the calendar of Mass intentions and issues Mass cards as needed.
21. Serves as presence in the office during times of spiritual counseling by the Pastor.
22. Performs other duties as requested by the Pastor.

Hiring organization

St. Frances Cabrini Catholic Church

Job Location

Lebanon, TN

Date posted

August 1, 2024

Valid through

30.09.2024

Application Instructions:

Please send your resume to:

Email: sec@sfctn.org

Phone: 615-444-0524

Requirements:

Education and Experience:

1. Two years of college.
2. Prior office/secretarial experience.
3. Bilingual preferred.

Other Skills:

1. Sense of discretion and confidentiality regarding parish matters.
2. Good communication and organizational skills.
3. Proficiency in the use of computers, including Windows, Microsoft Office (Word and Excel), email, Publisher, Website Management, and Social Media Platforms.
4. Experience in working with PDS is highly desirable.
5. Knowledge of and appreciation for the Catholic Church.
6. Must be willing to submit to and satisfactorily complete a criminal background screening and diocesan Safe Environment training.
7. Resourcefulness with the ability to problem-solve.
8. Detail-oriented with the ability to oversee a variety of activities.
9. Regular work attendance.