

Ss. Mary & Modwen Catholic Church – Parish Secretary/Administrator Job Description	
General Headings and Task Description	
General Routine	
G.1	To keep the clergy / parish diary up to date.
G.2	To deal with Parish correspondence, including the receipt and distribution of the post.
G.3	To manage the newsletter, including the receipt of requests for material to be included, the preparation, typing and distribution of the newsletter.
G.4	To receive and answer enquiries from callers, via telephone, e-mail or face to face, taking and relaying messages as appropriate and in a timely manner.
G.5	To pass on requests for pastoral visits to the Parish Priest.
G.6	To liaise with other staff/volunteers as necessary and maintain rotas for parish tasks, i.e. readers, special ministers, tea& coffee, church cleaning etc.
G.7	Provide secretarial services; typing, electronic communications, printing, photocopying, filing and archiving, for the Parish as required, (including support for Parish pilgrimages)
G.8	Ensure that Parish database and web-site is kept up to date.
G.9	Order office supplies and other parish consumables.
G.10	To keep Parish (inc. Parish Centre) notice boards etc. up to date.
G.11	To record and report Mass attendance
Baptisms and Sacramental Preparations	
B.1	To make provisional bookings for Baptism, First Holy Communion and Confirmation and associated administration
B.2	To prepare and provide Sacramental certificates as required.
B.3	To complete Church Records.
Weddings	
W.1	Take initial details re requests for Weddings.
W.2	To liaise with the Parish Priest concerning any legal requirements for the marriage.
W.3	To sort out any necessary documentation required.
W.4	To complete Church Records.
Deaths and Funerals	
D.1	To liaise with the undertakers and family as required.
D.2	To complete Church Records.
Finance	
F.1	Act as the Secretary to the Parish Finance Committee, including preparing agendas, minutes and reports as requested.
F.2	Submit time-sheets to the Diocesan Payroll office.
F.3	Receive, collate invoices.
F.4	To arrange for payments to suppliers and contractors, on receipt/approval of invoices.
F.5	To record all financial transactions on the diocesan finance system under appropriate headings to facilitate audit of finances and complete monthly bank reconciliations
F.6	Organise offertory envelopes and direct giving for general, building fund and special Diocesan collections and administer the gift aid contributions, reporting and claims.
F.7	To handle all collection money, counting and weekly banking.
F.8	Complete quarterly & annual returns for the Diocese.
F.9	Liaise with utility suppliers and update/switch contracts when necessary.
F.10	To administer Mass booking, Parish Centre booking requests, enquiries and payment
F.11	To create paper/audit trail for the Parish records.
F.12	All financial dealing to be in accordance with diocesan guidelines
General Maintenance	
M.1	To obtain quotations for work to be undertaken on Parish premises.
M.2	Contact/book contractors (and/or volunteers) to undertake agreed work.
M.3	Liaison with contractors (and/or volunteers).
Other	
O.1	Work in compliance with Diocesan and Parish procedures, especially in regard to confidentiality (GDPR), safeguarding and health and safety
O.2	Undertake any other tasks commensurate with the general job role