Parish Secretary

Bulletin and Inserts
- Gather weekly updates and information from appropriate sources
- Create and edit bulletin weekly and submit by deadline

Worship Aides –
- Create, edit and print worship aids for:
  Funerals
  Special Liturgies (Holydays, Masses for organizations)

Love and Prayer List
- Update and maintain the Love and Prayer List
- Distribute updated lists at all church entrances
- Communicate updates with the Media Specialist

Homilies
- Edit Sunday Mass audio of every 10:00 a.m. Mass
- Once edited, upload to Google Drive to be added to website

Other Print jobs
- Upon request, create placemats, signs and prayer cards etc.
- Maintain stock of and distribute Funeral Readings Booklets when needed

Parish Stats/Annual Reports
- Update and maintain parish statistics in DOL Data
- Update/create annual reports

Phones
- Be a backup for the receptionist for all incoming calls

Customer Service
- Be a backup for service when the receptionist is unavailable

Records of Charges
- Maintain a record of all copy charges and submit to appropriate organizations

Meetings
- When required, take meeting minutes and distribute to appropriate staff members
- Create agenda for the Pastor's Vicariate Meetings

Mailings
- Create mailings periodically throughout the year
- Create mail merges and labels
- Assist with folding, stuffing and distribution of mailings

Distribution Lists
- Update and maintain current listing of all Vicariate members
- Update and maintain current list of staff, names, extensions and numbers

Sacramental Records
- Maintain records of all:
  Marriages
  Deaths

Inventory
- Maintain an inventory of office supplies

Ordering –
- Copy paper

- Miscellaneous Office supplies
- Supplies for copiers (staples, waste toner boxes)
- Missals
- Christmas Wafers
- Nuts
- Baptismal Candles
- Baptismal Books
- Wedding preparation Books
- Usher name tags
- Liturgical Calendars

Contact Service
- Copiers, typewriters and booklet maker when needed

Maintain Online Calendar (churchart.com)
- Update online calendar of events
- Communicate all changes with the Media Specialist

Funerals
- Take calls from Funeral Home, record arrangements on Funeral Data Sheet.
- When the Pastor is unavailable, meet with family members to discuss arrangements
- Verify with family or funeral home, payments due
- Contact and confirm the celebrant
- If a luncheon is requested, contact appropriate staff members for verification
- Distribute Funeral Data Sheet via group email and printed copies
- Contact organist to arrange music
- Arrange for Ushers
- Arrange for Altar Servers
- Obtain obituary
- Create and print worship aid for service
- Print all readings, and Gospel
- Create an appropriate Intercessory prayer sheet
- Obtain final approvals from the pastor and organist
- Print funeral worship aids
- Maintain database of deaths
- Record death in Sacramental Register
- Update deceased's record in PDS and registration card
- Communicate all death information to the Media Specialist

Weddings –
- Be a point of contact for Engaged Couples
- Maintain data base of weddings
- Create marriage file for each couple
- Create and distribute lists to staff and support people
- Type Wedding License and mail to County Clerk Office
- Record wedding in Sacramental Register and send Notification to individual's church of Baptism
- Create and update Marriage Preparation Class Schedule
- Copy and assemble Marriage preparation packet.
- Publish all Marriage Banns (appropriately by weeks) in the bulletin

Software
Publisher (Bulletin and Worship Aides)
Word
Excel
Outlook
Photo Shop
PDS (Church Office)