

ST. KEVIN'S PARISH

SERVING THE ENGLISH SPEAKING ROMAN CATHOLICS OF CAPREOL & VALLEY EAST

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JOB DESCRIPTION – PARISH SECRETARY/BOOKKEEPER

In 2013 the parishes of Our Lady of Peace in Capreol, and St. Kevin's in Val Therese, both with a strong identity and long history, united as one Parish under the patronage of "St. Kevin". The office of the secretary/bookkeeper is located at St. Kevin's church in Val Therese, but the position serves to meet the needs of both church sites and their parishioners.

1.1 PURPOSE OF POSITION

The incumbent will ensure the overall efficient administration of the parish office, and work in collaboration with the parish pastor and volunteers of the various parish ministries. This position is also responsible for the accurate accounting of parish income and expenditures. All activities associated with this position must be achieved in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocese and parish policies and practices must be known and adhered to, particularly the Diocese of Sault Ste. Marie's Safe Environment Policy.

1.2 MAJOR RESPONSIBILITIES

a) Administrative

- Be pleasant and pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require the Secretary be interrupted during administrative tasks in order to greet and assist people.
- **Confidentiality:** Ensure the discreet and integral handling of sensitive information. The Church Secretary, often the first point of contact for personal matters within the congregation, commits to privacy by securely managing communications, records, and counseling notes, disclosing them only with proper authorization.
- Maintain a neat and welcoming parish office.
- Maintain an organized filing system, and resource materials.
- Set and clear the answering machine messages, returning calls or directing messages as required.
- Check & manage e-mail messages; respond or direct messages as required.
- Handle all incoming mail and respond to mail as necessary.
- Ensure all computers are protected with current anti-virus software.
- Regularly back up computer files onto external drives.
- Assist the pastor with typing, photocopying, mailing and other administrative needs such as appointments, filing, and letters.
- Print and prepare letters and envelopes for parish mailings.
- Maintain adequate inventory of regular and seasonal office supplies, including special ordered envelopes/stationary.
- Assist parish groups in ordering and receiving materials (i.e. cleaning, liturgical, sacramental).

- Keep an updated schedule of all events and parish activities, as well as associated parish facilities required.
- Attend meetings of ministry Committees as requested, and support members as requested.
- Compose, reproduce & fold the weekly Sunday worship bulletin and all special worship services as requested. Make arrangements for Sunday worship documents to be delivered to Our Lady of Peace in Capreol.
- Post bulletin and other documents to the parish website. Maintain the website, by deleting old documents and ensuring server updates are completed.
- Prepare & print Sunday and special occasion 'Prayers of the Faithful', and also any requested announcements.
- Keep Google Calendar up to date.
- Periodically train volunteers in the use of appropriate office equipment and procedures.
- Post bulletin board materials and keep the board neat and up to date.
- Ensure a supply of parish forms is available in the church foyers: registration, auto-deposit program, sacrament registration etc.
- Fill in wedding, funeral, confirmation and baptism registers and prepare certificates. Send notices to other parishes as required.
- Maintain records of requested & scheduled Mass intentions.
- Perform requested registry checks for confirmation of completed sacraments & prepare associated documentation. Prepare and mail certificates and other documents as needed.
- Funerals a) make calls to arrange for music, lunch, sacristan, servers, and maintenance as required; b) prepare binder of funeral readings in co-ordination with pastor.
- Building maintenance & repair: liaison with volunteers/vendors/project contractors / Catholic Mutual insurance, to have required maintenance and repairs completed. Keep pastor, and Committees updated; seek permission to proceed where applicable.
- Manage master key cabinet. Keep updated list of who has been issued keys. Oversee St. Kevin's alarm system registration with vendor; train volunteers in use of alarm system.
- Assist Pastor with preparation of Annual Pastoral Report for Diocese.

b) ***Financial***

- Ensure proper and accurate handling of all money coming into the Parish Office.
- Support Money Counting Team with Sunday collection counting.
- Record all Sunday offerings and other gifts in Parish Friendly, ensuring accuracy of parishioner information.
- In Sage 50 (Simply Accounting) - Enter deposit amounts, pay invoices, and produce paycheques.
- Special Collections (monies collected for other charities) – as soon as possible after the date of the special collection date, calculate & send to Diocese for distribution.
- Calculate & pay monthly payroll source deductions to CRA
- Prepare an annual budget in consultation with the pastor & Finance Committee; regularly report to the Committee on 'actual to budget' comparison.
- Reimburse volunteers for ministry/building expenses.
- Perform monthly bank reconciliation on all accounts; forward monthly statement & associated backup documents for lottery account, to lottery reporting volunteer.

- Input Automatic Debit offerings to Parish Friendly monthly, as supplied by the Diocese. Keep Automatic Debit parishioner excel file updated, and advise Diocese of any changes to donations.
- Report financial information to parishioners via the bulletin on a regular basis, and at year end.
- Maintain record of Mass stipends paid out, following Diocesan policy.
- Semi-annually, file rebates with CRA for HST rebate.
- Annually, issue receipts for donations, or interim receipts as required.
- Annually perform Sage 50 year-end related bookkeeping functions, including audit of entries.
- Annually complete Diocesan Financial Report.
- Annually complete CRA Registered Charity Information Return.
- Annually, determine # of boxed donation envelopes required; order and when received, label & distribute. (If fewer boxes are ordered than the prior year, this may require renumbering of parishioner box numbers in Parish Friendly)
- As required, update Our Lady of Peace Rectory rental agreement, in consultation with the Finance Committee

c) ***Perform other duties as assigned***