

# JOB DESCRIPTION



**Job Title:** Pastoral Area Parish Secretary

**Job Holder:** Vacant

**Job Location:** Pastoral Area Office, Garristown

**Reports to:** Parish Priest/Moderator

**JOB PURPOSE:** *Brief description of the overall purpose or function of the job*

To provide administrative assistance to the Moderator and Pastoral Area parish communities in the day to day running of the Office.

1	<p><b><u>General Administration</u></b></p> <ul style="list-style-type: none"> <li>• To maintain an easy to manage filing system</li> <li>• Typing of letters and notes</li> <li>• Keep all existing Pastoral Area records up to date</li> <li>• Take phone calls and deal with all emails, and with all messages left on Pastoral Area phone</li> <li>• Receive members of the public/parishioners in the office during office hours</li> <li>• To order supplies, make bookings or phone calls for items and arrangements that are needed for the operation of the Pastoral Area and the celebration of the liturgy</li> <li>• Ensure all Pastoral Area Registers are kept in a safe and secure location</li> <li>• Protect the confidential nature of information contained in Pastoral Area registers</li> </ul>
2	<p><b><u>Mass Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Take bookings for Mass</li> <li>• Receive and record Mass Stipends</li> <li>• Facilitate in the office the purchase of Mass Cards</li> <li>• To facilitate the Pastoral Area Team with the organising and arranging of any Liturgical celebrations in the Pastoral Area that require the assistance of the facilities of the Pastoral Area Office</li> <li>• To facilitate, within reason, all who organise various Pastoral Area ministries and groups and if possible, by agreed procedures, to facilitate those in charge of such groups</li> <li>• To help prepare the distribution of Harvest, Christmas, Easter, and November Dead List envelopes</li> <li>• Preparation and printing of the weekly Pastoral Area Newsletter</li> </ul>
3	<p><b><u>Baptisms</u></b></p> <ul style="list-style-type: none"> <li>• Take bookings for Baptisms</li> <li>• Prepare Certificates and Forms for Baptism Ceremonies and Baptism Teams</li> <li>• Write up Baptism Registers</li> <li>• Issue Baptism certificates</li> </ul>
4	<p><b><u>Confirmations</u></b></p> <ul style="list-style-type: none"> <li>• Issue Confirmation certificates</li> <li>• Write up Confirmation registers as soon as possible after Confirmation ceremony</li> <li>• Notify other parishes of those confirmed in our Pastoral Area who were baptised elsewhere</li> <li>• Record Confirmation notices from other parishes</li> </ul>

5	<p><b><u>Weddings</u></b></p> <ul style="list-style-type: none"> <li>• Take bookings for weddings</li> <li>• Facilitate couples and the priests in getting wedding papers in order, for the ceremony</li> <li>• Issue Marriage Certificates</li> <li>• Issue Letters of Freedom</li> <li>• Write up Marriage registers</li> <li>• File all Marriage papers before and after all weddings</li> <li>• Record Marriage ceremonies in Pastoral Area Baptism registers where necessary</li> <li>• Notify Church of Baptism of party married in this Pastoral Area but not baptised here</li> <li>• Record and return Marriage Notification Forms sent to this Pastoral Area from other parishes</li> <li>• Ensure all Marriage papers are kept in a safe and proper filing system</li> </ul>
6	<p><b><u>Funerals</u></b></p> <ul style="list-style-type: none"> <li>• Write up funeral details</li> </ul>
7	<p><b><u>Finances</u></b></p> <ul style="list-style-type: none"> <li>• Oversee Pastoral Area collections for lodgements on a weekly basis</li> <li>• Write up all lodgements</li> <li>• Take responsibility for Petty Cash Box</li> <li>• Order and prepare new boxes and labels for the Planned Giving Collection each year</li> <li>• Facilitate the distribution of such boxes each year</li> <li>• Accept Planned Giving Collections that collectors may leave at the Pastoral Area Office or other designated areas</li> </ul> <p><b><u>Other Finance related duties may include:</u></b></p> <ul style="list-style-type: none"> <li>• To prepare payroll for Pastoral Area staff members and ensure all relevant statutory deductions are made i.e., PAYE &amp; PRSI.</li> </ul> <p>Weekly:</p> <ul style="list-style-type: none"> <li>• Recording of all planned giving monies through Pastoral Area envelope schemes and one-off donations against individual parishioners' names on the Parish Management System.</li> </ul> <p>Monthly:</p> <ul style="list-style-type: none"> <li>• Enter and process all standing order donations from bank statements on Pastoral Management</li> <li>• Enter all invoices and payments for all suppliers on Accounts IQ</li> <li>• Enter and process all Stole fees on Pastoral Management and Accounts IQ</li> <li>• Enter and process all other income on Pastoral Management and other expenditure on Accounts IQ</li> <li>• Enter and process all Common Fund, SHARE and Diocesan Collections for Diocesan Return</li> <li>• Reconcile all bank accounts</li> </ul> <p>Quarterly:</p> <ul style="list-style-type: none"> <li>• Stole fees returns <ul style="list-style-type: none"> <li>• Priest payment</li> <li>• Stole return to the Common Fund</li> </ul> </li> </ul> <p>Finance Committee:</p> <ul style="list-style-type: none"> <li>• Produce quarterly reports for Finance Committee to include the following: <ol style="list-style-type: none"> <li>1. Income and Expenditure</li> <li>2. Trial balance</li> <li>3. Balance sheet</li> <li>4. Comparison figures with previous year and budget figures for year ahead</li> </ol> </li> </ul> <p style="text-align: center;"><i>(All above reports are available on Accounts IQ)</i></p>

	<p>Harvest, Christmas, and Easter:</p> <ul style="list-style-type: none"> <li>• Enter and process all returned Harvest, Christmas, and Easter Dues</li> <li>• Printing of Harvest, Christmas, and Easter dues acknowledgement letters from Pastoral Management System</li> </ul> <p>Annually:</p> <ul style="list-style-type: none"> <li>• Tax Reclaim <ul style="list-style-type: none"> <li>• Assist in the preparation and distribution of tax reclaim forms</li> <li>• Assist in updating Pastoral Management System with returned tax reclaim forms.</li> <li>• Assist in submitting tax reclaim to ROS (Revenue Online System)</li> <li>• Prepare financial statement for Parishioners</li> <li>• Preparation of annual acknowledgement letters</li> </ul> </li> </ul>
8	<p><b><u>Ad Hoc Duties</u></b></p> <ul style="list-style-type: none"> <li>• In the event of other staff being employed in the Pastoral Area, you will be responsible for recording timekeeping and work-scheduling as agreed in their contracts</li> <li>• From time to time, liaising with tradesmen for repairs and maintenance</li> </ul>

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

<b>JOBHOLDER ENTRY REQUIREMENTS:</b> <i>Identify the essential knowledge, skills and behaviours required.</i>	
<b>Knowledge (Education &amp; Related Experience):</b>	
<ul style="list-style-type: none"> <li>• At least three years administrative experience is required</li> <li>• Robust book-keeping experience is essential, and a Certificate in Accounting Technicians of Ireland (IATI) is desirable</li> <li>• IT Literate – MS Word, Excel, PowerPoint, Publisher, and Outlook</li> <li>• Website &amp; Social Media maintenance experience is desirable</li> <li>• Knowledge and experience of Accounts IQ is also desirable</li> </ul>	
<b>Key Behaviours:</b>	
<ul style="list-style-type: none"> <li>• Ability to work on their own and as part of a team</li> <li>• Excellent interpersonal, customer service, and organisational skills</li> <li>• A strong ability to multi-task</li> <li>• Enthusiastic and motivated</li> <li>• Proactive and uses own initiative</li> <li>• Flexible</li> <li>• Ability to take direction</li> </ul>	
<b>KEY RELATIONSHIPS</b>	
<u>Internal</u> Moderator Parish Priests Other Pastoral Area Employees Members of the various parish committees/groups	<u>External</u> Parishioners Members of the public using the church facilities

**12 Hours per week** (*current times/days may be negotiable*)

**Tues: 9:30am – 1:30pm**

**Wed: 9:30am – 1:30pm**

**Thurs: 9:30am – 1:30pm**