



Corpus Christi Catholic Church

Parish Secretary

The position of Parish Secretary is a very special ministry within the life of the parish. The parish secretary is the first person visitors see and speak with and is the face of welcome and hospitality that the Church wishes to offer to everyone.

The person applying for this position should feel “called to Christian service” and should see this position as a ministry to people as much as a job for the parish. The parish secretary is an integral member of the parish staff and shares the responsibility of accompanying the parish community in its journey of faith.

SUMMARY

The Parish Secretary performs secretarial, receptionist, and office related duties, is organized, able to work independently, adept at using Microsoft Office and other programs as the parish deems necessary. This position requires good people skills that include the ability to communicate well in person, on the telephone, by e-mail, and by the written word as needed. The ability to maintain confidentiality is critical. Bilingual in Spanish and English both written and oral is required. This is a full-time, benefits eligible position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcomes and greets visitors, providing a welcoming attitude in person and over the phone
- Records clear and accurate messages
- Handles routine questions about policies and parish events
- Manages and distributes incoming and outgoing mail
- Maintains parish files
- Monitors and orders office supplies
- Types parish correspondence
- Registers new parishioners and updates information into database
- Records Mass intentions into the record book
- Creates Mass cards
- Updates envelope database with change of addresses
- Maintains parish calendar
- Enters and maintains current Sacramental records
- Able to gather data and return reliable, pertinent information to the pastor
- Any other duties as assigned by the pastor or administrator

Suitable candidates are encouraged to send a resume, cover letter, and minimum salary requirement to pastoralassociate@ccparishhouston.org.