

CCE Secretary St. Helen Catholic Parish

Summary:

Responsible for general secretarial duties to support the CCE Department and maintenance of the office catechetical records data base, student records, preparing certificates for sacraments, processing data of monies received and assisting at all CCE major events.

Bilingual Spanish and English (read, write, oral); Courteous, telephone and people skills (being patient, kind, and welcoming) assisting all visitors Confidentiality of parish records and follow Archdiocesan guidelines for records keeping.

Ability to multitask, recruit and communicate well with parents and other staff members.
Understanding of the Catholic faith and the Sacraments.

***This position is 30 hours a week and requires evenings and or weekends.
If you are not able to work in the evening and some Sundays and some Saturdays, please do not apply.***

Job Requires:

- Working – evenings and weekends
- Proficiency in MS Office, Power Point Excel,
- Personal ongoing formation/ a love of the Catholic Faith, Sacraments and Evangelization
- Collaboration with Archdiocese, Pastor, area supervisor and other staff members
- Christ-like and congenial – pastoral

Specific responsibilities:

- Ordering of materials, books, resources, etc
- Collecting and processing records for Sacraments First Communion, Reconciliation and Children Catechumenate according to Archdiocesan guidelines.
- Records of Children Sacramental Retreat and Penance Service
- Records Parent Formation and Sacramental meetings
- Maintaining accurate records of student enrollment, attendance and follow up when students are absent, sacramental etc.
- Record for Catechists / volunteers formation
- CMG Records
- Records for children, sponsors and parents for rites and scrutiny

Assist with all CCE activities:

- Registration and data records of special programs (Summer Vacation Bible School, Christmas, Easter etc.)
- Recruiting Catechists /volunteer and adult education etc.
- Catechetical meeting
- Catechist coverage for CCE classes
- Supervision of Student's during pickup and drop-off
- Setting-up meeting environment

To apply send resume to Fr. Jim Courville at frjim@sthelenchurch.org