

# Position Description

<b>Parish</b>	<b>Holy Cross</b>	<b>Location</b>	<b>Papatoetoe</b>
<b>Reports to</b>	<b>Parish Priest</b>	<b>Date</b>	<b>September 2019</b>

## Job Purpose

The purpose of this role is to provide quality secretarial, administrative and pastoral service to ensure the efficient running of the parish office.

	<b>Expected Results:</b>
1. To provide a friendly pastoral and welcoming reception service to those contacting the parish on the telephone and in person, including making referrals as appropriate.	<ul style="list-style-type: none"> <li>All Visitors welcomed and referrals made as appropriate</li> </ul>
2. To provide efficient secretarial services. This includes doing the following in a timely, efficient and accurate manner:- <ul style="list-style-type: none"> <li>Sending out documents including agendas and minutes</li> <li>Dealing with correspondence</li> <li>Ordering consumables and stationery</li> <li>Ensuring the diary system is maintained</li> <li>Sending out children's liturgy resources</li> <li>Prepare lists, letters and liturgy booklets for sacramental programmes</li> <li>Checking emails and answering enquiries promptly</li> <li>Prepare Certificates for Baptisms held in our Church</li> <li>Sort and arrange distribution of planned giving envelopes</li> <li>Bookings for hire of the Church and Hall...Liase with school</li> <li>Ensure office computer is backed up regularly and antivirus software updated</li> <li>Maintain first aid kit and supplies</li> <li>Recording copyright for music</li> </ul>	<ul style="list-style-type: none"> <li>All secretarial services are carried out efficiently</li> <li>Correspondence is dealt with on a timely basis</li> <li>Order supplies for Church, Parish Centre</li> <li>First aid kit is always stocked including a list of qualified first aiders</li> <li>Diary is up to date with bookings and appointments</li> <li>Record for copyright purpose all music used, annual copyright return completed and annual license renewed</li> <li>Maintain an accurate diary of bookings for the Church and Hall; Liase with hirers; prepare spreadsheet for monthly invoicing</li> <li>Office computer is backed up</li> </ul>
3. Church Database and Rosters <ul style="list-style-type: none"> <li>To Maintain and update the parish database</li> <li>Enter new parishioner details into database and arrange either planned giving</li> </ul>	<ul style="list-style-type: none"> <li>Parish database and records are always current and up to date</li> <li>Rosters distributed (sent out by the coordinators.</li> <li>Ideally have copies of rosters by 15<sup>th</sup> of each month</li> </ul>

<ul style="list-style-type: none"> <li>envelopes or automatic banking authority to be supplied if requested</li> <li>Maintaining parish records and updating parish registers (baptisms, marriages, deaths, annulments and feast days)</li> <li>Maintaining and distributing rosters</li> <li>Update and maintain information/enrolment packs or new parishioners</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment packs current and distributed to new parishioners</li> </ul>
<p>4. Church Services</p> <ul style="list-style-type: none"> <li>Preparing the parish weekly newsletter and service sheets</li> <li>Ensure readings/opening prayers/resource material is available and copied for lay ministers</li> <li>Monitor supplies for Mass (i.e. altar wine, breads, candles) and order when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Prepare weekly parish newsletter and photocopy required number of copies each week</li> <li>Post newsletter on parish website</li> <li>Compile and distribute rosters are required for:- <ul style="list-style-type: none"> <li>Collectors/Counters</li> <li>Laptop Operators</li> </ul> </li> <li>Publish significant upcoming events on parish website</li> <li>Manage notice boards and ensure information is current</li> <li>Ensure adequate stocks of Parish leaflets are available in the Church foyer</li> <li>Prepare Powerpoint presentation each week for Sunday Mass</li> <li>Prepare and photocopy liturgy requirements as requested</li> <li>Email the Mass readings to the designated readers each week</li> </ul>
<p>5. Pastoral Work</p> <ul style="list-style-type: none"> <li>Provide a listening ear to those who call when priest is not available</li> <li>Refer people to appropriate service if required</li> </ul>	<ul style="list-style-type: none"> <li>Make arrangements to see a priest if applicable</li> <li>Contact another Priest in the case of extreme urgency</li> <li>Refer person an appropriate co-ordinator depending on nature of the visit</li> </ul>
<p>6. Accounts/Finance</p> <p>To provide accurate and efficient financial services including:</p> <ul style="list-style-type: none"> <li>Preparing and doing the weekly banking</li> <li>Preparation of cheques as required for signature</li> <li>Recording receipts</li> <li>Entering invoices for payment into MYOB AR</li> <li>Record planned giving details into MYOB</li> <li>Arrange payment of Diocesan Allocation and forward various Diocesan Special Collections to Diocese or appropriate agency</li> <li>Preparing monthly financial reports from MYOB for Finance Committee</li> <li>Prepare GST return (reconciliations to be completed before hand)</li> <li>Balance petty cash</li> <li>Prepare end of financial (31 March) year donation receipts</li> <li>MYOB Essentials for payroll and IRD pay date requirements (Payee)</li> </ul>	<ul style="list-style-type: none"> <li>All aspects of Parish finances and accounting carried out and completed efficiently, accurately and on a timely basis</li> <li>Sending of donation receipts (email and/or post) soonest possible after financial year end.</li> </ul>

<p><b>6. Health &amp; Safety</b>  As an employee, you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore you are responsible for:</p> <ul style="list-style-type: none"> <li>• Complying with the Parish’s health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace.</li> <li>• Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to the Parish work/environment</li> <li>• Reporting all injuries, incident and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.</li> <li>• In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work”</li> <li>• Support your managers as required to meet their requirements of the health and safety responsibilities and policies</li> <li>• At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.</li> </ul>	<ul style="list-style-type: none"> <li>• All health and safety policies, procedures, rules and guidelines are adhered to at all times and a positive health and safety culture is maintained.</li> <li>• Maintain an accurate record of all Health and Safety incidents....Injury and Non injury</li> </ul>

<p><b>Disclaimer</b></p>
<p><i>The above statements are intended to describe the general nature of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside their normal responsibilities as needed.</i></p>