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| **JOB DESCRIPTION** | |
| **Job Title**: Parish Secretary | **Job Holder:** Vacant |
| **Job Location**: St Michael’s Parish Church, Inchicore, Dublin 8. | |
| **Reports to:** Co-Parish Priest. | |

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| **Job Purpose** |
| To manage the running of the Parish Office and provide confidential and efficient administrative support to the Co-Parish Priest and Parish Team, ensuring that every opportunity is taken to continually improve working methods and standards. |

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| 1 | ***General***   * Provide a welcoming atmosphere to all visitors to the Parish office, acting as the first point of reference for most queries, requests or issues relating to the parish. * Answer and deal with telephone calls and messages. * Manage incoming/outgoing mail in hard and electronic format. * Typing of letters and notes. * Collect and direct offerings from the sale of cards. * Update Parish noticeboards. * Help with the preparation and printing of the Parish Newsletter * Assist with photocopying and other printed materials. * Manage stationery supplies. * Maintain an easy to manage filing system. * Keep all existing parish records up to date. * Order supplies that are needed for the operation of the parish and the celebration of the liturgy. * Ensure all Parish Registers are kept in a safe and secure location. * Protect the confidential nature of information contained in Parish Registers. * To follow procedures and ensure compliance with and adherence to Diocesan Policies, GDPR and Health and Safety legislation. * GDPR (General Data Protection Regulations) - keep up to date with regulations and adjust processes as required. * Garda Vetting – assist with the provision of forms and information to those requiring Garda Vetting. Facilitate the on-line completion of process if necessary. |
| 2 | ***Liturgies & Sacraments***  Mass   * Take bookings for masses and receive and record mass stipends. * Prepare weekly mass intentions schedule and other liturgical services.   Liturgical & Sacramental Services   * Responsible for dealing enquiries and take bookings for Baptisms, Weddings, Funerals and special ceremonies. * Write up register for Baptisms, Confirmations, Weddings and Funerals * Deal with requests for certifications and prepare forms as needed.   Notifications:   * Notify other parishes of those confirmed in our parish but baptised elsewhere * Notify Church of Baptism of party married in this parish but not baptised here * Record and return Marriage Notification Forms sent to this parish from other parishes * Record confirmation notices from other parishes   Weddings   * Facilitate couples and the priest in getting wedding papers in order for the ceremony * Issue marriage certificates and letters of freedom * File all marriage papers before and after the ceremony * Record marriage ceremonies in parish Baptism register where necessary. * Ensure marriage papers are kept in a safe and proper filing system   Funeral   * Take in funeral arrangements and write up details   Other   * Help prepare the distribution of Christmas, Easter and November Dead List envelopes and to record Christmas and Easter Dues * Facilitate, within reason, all who organise various parish ministries and groups. * Facilitate the parish Team with the organizing and arranging of all Liturgical celebrations in the parish that require the assistance of the facilities of the parish office. |

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| 3a | ***Finance***   * Take responsibility for the Petty Cash Box - record all money lodged in Petty Cash Box, detail payments made from this and keep all receipts. * Prepare figure for new lodgement to petty cash when required. * Order and prepare new boxes and labels for the Planned Giving Collection each year. * Facilitate the distribution of such boxes each year. * Help collectors with any enquiries and assistance they might need. * Accept Planned Giving Collections that collectors may leave at the office or other designated areas. * Provide forms to parishioners interested in setting up Standing Orders for Planned Giving and or Tax Reclaim Forms (CHYR 3 and Consent to retain PPS) and assist them with the information and completion of these if required. * Assist with Updating Pastoral Management with returned forms, submitting tax reclaim to Revenue On-Line (ROS). * When required, prepare financial statements and annual acknowledgement letters. |

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| 3b | ***Other Finance related duties***  **Weekly:**   * Oversee Parish collections for lodgements on a weekly basis. * Write up all lodgements. * Counting and banking of all planned giving monies through parish envelope scheme and one-off donations and recording these against individual parishioners’ names on the Parish Pastoral Management System. * Accompanying the priest or his nominee to bank money including Common Fund and SHARE collection monies.     **Monthly:**   * Enter and process all standing order donations from bank statements on Pastoral Management. * Enter all invoices and payments for all suppliers on Accounts IQ. * Enter, process and bank all Stole fees on Pastoral Management and Accounts IQ. * Enter and process all other income on Pastoral Management and other expenditure on Accounts IQ. * Enter and process all Common Fund, SHARE and Diocesan Collections for Diocesan Return. * Reconcile all bank accounts.   **Quarterly:**   * Stole fees returns  1. Priest payment 2. Stole return to the Parish 3. Stole return to the Common Fund   **Finance Committee**:   * Produce quarterly reports for Finance Committee to include the following:  1. Income and Expenditure 2. Trial balance 3. Balance sheet 4. Comparison figures with previous year and budget figures for year ahead   (*All above reports are available on Accounts IQ)*  **Easter and Christmas:**   * Preparation of Christmas and Easter post for distribution. * Enter, process and bank all returned Christmas and Easter Dues. * Printing of Christmas and Easter dues acknowledgement letters from Pastoral Management.   **Annually:**   * Assist with Completion of audit data for submission to the Dioceses * Tax Reclaim – ensure tax reclaim is up to date. |
| 4 | ***Ad Hoc Duties***   * Liaising with tradesmen for repairs and maintenance and assist the Co-Parish Priest in dealing with Church and House/Centre maintenance matters. * Maintain office equipment and arrange for repairs when necessary. * In the event of other staff being employed in the parish, you may be responsible for recording time-keeping and work scheduling as agreed in their contracts and preparing and paying Tax and PRSI for parish staff members. |

The above contains the main outline of duties. However, it is inevitable that tasks will 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 mentioned in this 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.

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| **JOBHOLDER QUALIFICATION AND EXPERIENCE** |
| **Knowledge**   * At least five years relative administrative experience is required * Robust book keeping skills and experience is essential and a Certificate in Accounting Technicians of Ireland (IATI) is desirable. * Experience in dealing with the public. * IT Literate - MS Word, Excel, Publisher etc. * Database experience desired * Knowledge and experience of Accounts IQ is also desirable. |
| **Attributes**   * Professional and friendly manner and presentation. * Good interpersonal and communication skills and to listen with courtesy and understanding. * Strong organisational skills with attention to detail. * Strong ability to multitask and uses their own initiative * Ability to work on your own and as part of a team. * Ability to take direction. * Ability to act with discretion and to maintain complete confidentiality. * Ability to build good working relationships. * Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met. |

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| **KEY RELATIONSHIPS** | |
| **Internal**  Parish Priest / Co – Parish Priest / Administrator / Moderator  Parish Team  Parish Staff Members  Members of the various committees | **External**  Parishioners  Members of the public using church facilities  Schools  Parish Teams of the Inchicore / Bluebell Pastoral Area |

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