

**PARISH SECRETARY**  
**Queen of Peace Catholic Parish**  
**La Marque, Texas 77568**

**SUMMARY**

Under the supervision of the Pastor and in support of the Pastor's vision and mission, performs secretarial, receptionist, and office support aiding the Pastor to conduct administrative and parish related duties. The Parish Secretary exercises the abilities of a highly organized person; can work independently; is adept at using one or more word processing programs; and e-mail. The knowledge and experience to use a desktop publishing program, spread sheet program, database program, and other such programs as the pastor deems necessary. This position requires advanced people skills that include the ability to communicate well in person, on the telephone, e-mail, and text, and by the written word when called upon. This position could have access to and regularly works with information of a highly confidential nature and the ability to maintain confidentiality is critical. This is a 12 month, full-time, benefits eligible position and requires a practicing Catholic in good standing with the Church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees parish business with courtesy and professionalism
- Enter and Keep Current Sacramental records
- Answers incoming phone calls, inquiries, and digital communications assisting parishioners with their needs
- Answer inquiries pertaining to scheduling events and sacramental preparation
- Registers new parishioners and maintains parish database
- Prepares/edits weekly bulletin, posts timely and relevant information on parish website
- Publishes parish information and announcements on social media
- Sort and distribute mail
- Maintain and manage parish files
- Registering new parishioners
- Enter contributions
- Maintain the Mass intention book, the distribution of Mass cards, and receive the Mass offering.
- Perform data entry
- Monitor and order office supplies

**SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Strong interpersonal skills are essential with a high degree of sensitivity for confidentiality, with strong oral and written communication techniques.
- Must be able to gather data and return reliable, pertinent information to the Pastor.
- Incumbent must be task oriented with an excellent sense of priority, logic, and objectivity, highly organized and capable of managing several sensitive and critical issues simultaneously.

- Incumbent should have strong computer skills including most current email program and internet browsers, desktop publishing programs, spreadsheet program, and database program.
- Proficiency in Microsoft Office, Canva, Flocknote, Meta, and ParishSOFT
- This position requires English fluency both oral and written and bi-lingual in Spanish is a plus.
- Good organizational skills and the ability to multi-task
- Maintain effective communication with pastor, ministry leaders, and staff
- Must be dependable and understand the level of confidentiality

### **EDUCATION and/or EXPERIENCE**

Minimum high school diploma or equivalent with some college and/or certification preferred and at least 3-5 years of experience in secretarial and office management work with prior church experience preferred.

### **SUPERVISORY RESPONSIBILITIES**

No supervisory duties currently.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made for the ADA and ADAAA.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. This employee is occasionally required to stand; walk use hands to fingers, handle, or feel, reach with hand and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

General Office Environment

**SUITABLE CANDIDATES** are encouraged to send a resume, cover letter, and minimum salary requirement to [QueenofPeaceLaMarque@gmail.com](mailto:QueenofPeaceLaMarque@gmail.com) or by Fax to (409) 935-9791 to the attention of the Pastor, Rev. Msgr. James Anderson with Parish Secretary in the subject field.