



Most Pure Heart of Mary Catholic Church

Parish Secretary

12/18/2025

Position Summary: The Parish Secretary provides skilled secretarial service for the parish office while managing parish records, handling parish communications, and being the welcoming first point of contact for parishioners and visitors.

Reports to: Parish Coordinator
Classification: Non-Exempt, Full Time
Work Schedule: Monday-Friday, 35-40 hrs/week

Position Qualifications:

Personal Qualifications:

1. A Catholic of good reputation.
2. Trustworthy of confidence and monies.
3. Excellent interpersonal communication skills (written and verbal).
4. A self-starter; able to work independently.
5. Ability to present oneself professionally.
6. Organized and attentive to detail.

Job Skills:

1. Must be computer literate and able to learn how to use various software.
2. Ability to work with archdiocesan and parish policies and structure.
3. Be Virtus trained and keep updated on monthly training modules.

Essential Duties & Responsibilities:

1. **Public Relations:** Serving as the welcoming face of the parish, greeting visitors, and providing information.
2. **Administrative Support:** Answering phones, managing emails, handling mail, and ordering supplies.
3. **Records Management:** Updating parishioner information in parish database, maintaining sacramental records (Baptism, Confirmation, Marriage, Deaths), and preparing certificates as needed.
4. **Parish Bulletin:** Prepare and print weekly parish bulletin.
5. **Scheduling & Coordination:** Managing the adoration chapel (scheduling adorers, keeping track of sub requests, preparing sign-in sheets), overseeing Mass intentions (scheduling requests and keeping accurate records of stipends), and assisting with funeral planning.
6. Other duties as assigned within the scope and timeframe of this position.

Please turn in applications to Fr. Nathan either by email (frhaverland@mphm.com) or by dropping them off at the parish office.