St. Catherine of Siena Parish
EST. 2025
ST. CHARLES BORROMEO AND ST. LUKE CHURCHES

TITLE: Parish Administrative Secretary
REPORTS TO: Pastor/Diocesan Pastoral Associate
HOURS: Part-time Hourly (20 Hours Weekly)

PRIMARY OBJECTIVE:
Provide comprehensive administrative and pastoral support to parish clergy, staff, volunteers, parishioners, and families. Coordinate daily office operations while supporting the sacramental, liturgical, charitable, and pastoral ministries of the parish.

PARISH ADMINISTRATIVE SECRETARY RESPONSIBILITIES:

- Manage daily parish office operations, including answering phones, greeting visitors, monitoring building access, distributing mail, maintaining office supplies, and providing general clerical support.
- Maintain accurate parishioner databases and registration records, processing new registrations and updates related to address changes, marriages, deaths, and other life events.
- Maintain official sacramental records, documenting Baptisms, Weddings, Funerals, Confirmations, and First Eucharists, and prepare sacramental certificates upon request.
- Coordinate funeral arrangements by communicating with families, funeral homes, clergy, musicians, choir members, altar servers, and bereavement ministers. Prepare liturgical materials, readings, petitions, and service information.
- Assist couples with wedding preparations, including initial inquiries, coordinating approvals, scheduling wedding coordinators and altar servers, preparing informational packets, and organizing wedding-related details.
- Schedule daily Mass intentions, communicate schedule changes, and coordinate with parishioners to make necessary adjustments.
- Support liturgical ministries by preparing weekly intercessions, coordinating approvals, distributing schedules to Readers and Extraordinary Ministers of Holy Communion (EMHC), and maintaining ministry communication.
- Provide administrative support for the Bereavement Ministry, including preparing packets, coordinating the Mass of Remembrance, sending family invitations, and organizing memorial programs and commemorative candles.
- Assist the St. Vincent de Paul Society with charitable outreach by coordinating food assistance requests, communicating with volunteers, distributing assistance gift cards, and maintaining records for seasonal food programs.
- Coordinate homebound ministry assignments by connecting parishioners in need with appropriate Eucharistic ministers and ensuring continued pastoral outreach.
- Provide clerical and sacramental administrative support to the parish religious education (CCD) program.
- Prepare and distribute parish communications, including weekly bulletins to homebound parishioners, ministry schedules, thank-you correspondence, memorial acknowledgments, and other parish-related materials.
- Coordinate with parish staff, volunteers, maintenance personnel, and ministry leaders to ensure effective communication and smooth daily operations.

- Assist with special parish events, volunteer recognition, bulletin preparation, and other ministry-related projects.
- Demonstrate flexibility and teamwork by providing office coverage and assisting fellow administrative staff as needed.
- Demonstrates the ability and willingness to collaborate in a shared administrative role with another parish administrative secretary, ensuring effective communication, cooperation, and continuity of office operations.
- Other duties assigned by the Pastor and/or Diocesan Pastoral Associate.

PARISH ADMINISTRATIVE SECRETARY QUALIFICATIONS:

- High school diploma or equivalent required; associate degree in business administration, office management, communications, or related field preferred.
- Two to three years of administrative or secretarial experience preferred; parish, church, school, or nonprofit experience is a plus.
- Familiarity with Catholic Sacraments, liturgical seasons, and general parish operations.
- Ability to communicate respectfully about parish activities, ministries, and sacramental preparation.
- Proficiency in Microsoft Office (Word, Excel, Outlook), email, calendar management, and office communications.
- Ability to learn and use parish management software (Ministry Platform).
- Strong organizational, time-management, multitasking, and problem-solving skills, with the ability to adjust priorities as needed.
- Bookkeeping, data entry, and recordkeeping skills.
- Self-starter who demonstrates dependability, integrity, professionalism, flexibility, and sound judgment.
- Ability to handle sensitive situations with patience, kindness, and discretion.
- Maintain strict confidentiality of parishioner information, financial matters, sacramental records, and pastoral situations.
- Commitment to supporting the mission and values of the Catholic Church.
- Willingness to assist with various parish responsibilities as needed.
- Completion of diocesan-required Safe Environment training and background clearances.

Please submit resumes to Erica Galvin, Diocesan Pastoral Associate at St. Catherine of Siena Parish, at egalvin@youngstowndiocese.org by Monday, November 23.