Parish Secretary

St Francis Xavier's Parish & St John the Evangelist's Parish, Frankston

There is an opportunity for an experienced Parish Secretary to undertake reception, administrative and secretarial responsibilities in a part time ongoing role for, reporting to the Parish Priest. The role of the Parish Secretary will be to build solid relationships and work collaboratively to provide support to the Parish Team and parish volunteers.

St Francis Xavier's and St John's Churches are multicultural and welcoming communities. Parishioners comprise of people of different ages and walks of life. Sunday and weekday masses are celebrated in both churches. The churches have outreach to the poor through St Vincent de Paul Society and various faith development groups and pious associations exist in the parishes like Legion of Mary, bible study group, Cell, and mothers who prayer for their children. The parish office is situated at St Francis Xavier's Church.

The successful applicant must be well motivated to work for the Church and ideally possess a strong commitment to its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish. The role will be working 18 hours per week, working Monday, Tuesday and Wednesdays.

Terms and conditions are governed by the Archdiocese of Melbourne.

Key Responsibilities

- Provide secretarial and office support services to the Parish Priest, including preparation of correspondence, taking of minutes, maintenance of records and an orderly office, receiving telephone calls, welcoming visitors.

- Maintain the parish accounts and ideally bring them to financial statement stage, manage the planned giving program and prepare the regular Business Activity Statements.

- Prepare monthly reconciliation reports for the church and presbytery accounts.

- Actively support the Parish Priest in the day-to-day operation of the parish and under his direction take responsibility for a wide range of administrative tasks with the objective of ensuring efficient and seamless administration and a strong pastoral focus in the parish.

- Develop and maintain sound working relationships with other parish workers, be they employees or volunteers. Coordinate volunteer groups where necessary, including those involved in the preparation of the liturgy, the celebration of the Mass and ministering to the sick.

- Assist the Parish Priest with church bookings for weddings, funerals and baptisms and to record in Parish registers any and all relevant documentation on both paper records and on Computer.

- Provide high level of customer service to the Parish, as first point of contact on the telephone and in person.

Key Requirements

- A committed Catholic in good standing with the Church, possessing a deep understanding of Catholic teachings and traditions.

- Excellent interpersonal skills with the ability to connect with individuals from diverse backgrounds.

- Strong organisational and time management abilities, capable of managing multiple tasks and priorities effectively.

- A confident working knowledge of Microsoft Office

- Familiarity with the Software package "PACEM"

- A high level of integrity, honesty and confidentiality.

Other Requirements

- Valid Working with Children Check

- Police Check

- Annual acknowledgement of the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct.

- Successful completion of the Catholic Archdiocese of Melbourne's Safeguarding Essentials online training module annually.

Additional Information

Applications are to be sent to hr.recruitment@cam.org.au by the 4th July 2024 Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 2424. We look forward to hearing from you and wish you all the best.

The Archdiocese is committed to the safety, wellbeing, and dignity of all children and vulnerable adults.

Signed……………………………………………………………………
Fr Chinua Okeke CSSp
Parish Priest