

SECRETARY

Our Lady of Mount Carmel, Rancho Cucamonga

Part Time, 25 hours per week

\$16.50 to \$18.00/hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY

Under the supervision of the Pastor, the Secretary performs administrative and secretarial support to the Pastor, parochial vicar, parish ministries and all parish departments. This position is vital to the parish and the secretary is the face of the parish and first point of contact for parishioners and those that call or come to the parish office for assistance.

ESSENTIAL FUNCTIONS

- First point of contact for the Parish Office
- Receive and screen all incoming calls to the parish, take messages and return calls.
- Schedule appointments and maintain pastor's calendar, keeping him informed of all meetings.
- Receive, record, and post all mass intentions in the parish calendar.
- Prepare all liturgical binders for Sunday masses, holy day masses, weddings, baptisms, funerals, quinceañeras, and other special masses.
- Maintain the sacramental records for the parish.
- Create and issue sacramental certificate requests.
- Coordinate and schedule all funeral requests by working with family members and mortuary/cemetery personnel. This task requires working with families to prepare the funeral mass liturgy and providing a ministry of consolation.
- Coordinate and schedule infant baptism requests including describing sacramental requirements of godparents and coordinating/scheduling formation classes.
- Create flyers, novena booklets, and other print material as required using computer software and graphics packages.
- Produce the weekly parish bulletin using specialized software.
- Maintain and update the ParishSoft parishioner database and Status Animarum
- Record parishioner weekly donations into ParishSoft offering module.
- Assist with maintenance calls and scheduling of repairs/maintenance for rental properties and parish facilities.
- Attend staff meetings and process and distribute meeting minutes.
- Receive anointing of the sick calls and forward calls to available priest
- Assist clergy and staff with all secretarial requests as needed.
- Some weekend and evening work may be required.

- Complies with all applicable Diocesan Department and Office policies and procedures.
- Other duties as assigned.

SKILLS AND EXPERIENCE REQUIRED

- Superior customer service skills
- Must have strong computer skills (Word, Excel, Publisher, Outlook)
- Superior attention to details
- Must be bilingual, biliterate English/Spanish
- Must be knowledgeable of Catholic teaching, parish ministries, and procedures.
- Strong verbal and written communication skills
- High level of pastoral and interpersonal skills
- Must be able to work with minimal supervision.
- Requires patience with people of diverse backgrounds.

EDUCATION AND CREDENTIALS REQUIRED

- Minimum of high school education; bachelor's degree preferred.
- Minimum three years of administrative/clerical experience in a customer-facing role; Preferred 1+ years in a parish office environment

PHYSICAL REQUIREMENTS

- Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive, forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates please send resume AND cover letter to:

semmanuel@sbdiocese.org
Our Lady of Mount Carmel Church
Attn: Rev. Sagayaraj Emmanuel, MSC
10079 8th Street
Rancho Cucamonga, CA 91730