



## St. Mary Catholic Church

### **St. Mary Parish, Trenton, IL Secretary/Bookkeeper Job Description**

Office Hours: 18-20 hours/week as agreed upon between Pastor and employee preferably split between 4 days a week, some afternoon hours.

Supervisor/Reports to: Pastor of St. Mary Parish, Trenton IL

General: The Secretary/Bookkeeper will work in a collaborative manner with the pastor and other parish staff for the efficient business operation of the parish offices and furthering of the mission of the parish.

Typical job duties:

- Answering phone, greeting and assisting visitors to parish office.
- Prepare weekly bulletin (using MS Publisher) and submit to publisher/printing company.
- Delivers St. Mary Parish bulletins to our sister parish of St. George in New Baden on a bi-weekly basis.
- Prepare monthly calendar of parish activities for bulletin insert with review and annotations by parish staff members.
- Schedules Mass intentions and keep accurate records of Mass intentions fulfilled. Maintains schedule of Weddings, Funerals and special occasion Liturgies.
- Orders office supplies and church supplies (hosts, wine, candles).
- Prepares Liturgical Ministers Schedule (Servers, Lectors, Eucharistic Ministers, Musicians).
- Keeps accurate sacramental records and prepares necessary certificates for Baptism, First Eucharist, Confirmation, Marriage. Fulfills requests for copies of sacramental records that may be communicated to the parish office.
- Makes calls to arrange monthly First Friday pastoral visits by pastor or deacon to the infirm and homebound of the parish.
- Works in collaboration with cemetery manager: puts those seeking to purchase graves or arrange burials in contact with the same.
- Maintain Parish Census: including data entry and deletion, Catholic Services and Ministry Appeal roster and envelope mailing list.
- Prepares annual Diocesan Status Annimarium report.
- Contact person for repairs and maintenance and notifies maintenance personnel or Building and Grounds Committee as needed.
- Schedules Parish Center rentals collects fees and issues refunds. Coordinates with maintenance personnel concerning issuance of keys or opening/closing of building.

- Assists the Parish Picnic Committee with secretarial, financial and communication aspects related to the parish picnic.
- Procures Bingo and liquor licenses from Village and State of Illinois for picnic and other parish fund raising events.
- Attends Diocesan Location Coordinator meetings referring to finances, insurance matters and as requested by pastor.
- May attend monthly luncheon meeting with other parish secretaries/administrative assistants for mutual support, coordination and professional development.
- General secretarial duties (occasional preparation of letters, copying, filing, preparing bulk mailings and supervising volunteers preparing mailings).
- Bookkeeping (accounts receivable and due)
  - Pay bills and prepare checks for signing by pastoral staff. (Quicken software is used)
  - Manage and prepare payroll.
  - Banking: make deposits/withdrawals for all parish banking accounts.
  - Maintain accurate financial records, reconcile all accounts on monthly basis.
  - Prepare financial reports for parish finance council on quarterly basis.
  - Supervise Sunday collection counters
  - Record all contributions in parish data bank
  - Prepares annual financial report to the Diocese of Belleville.
  - May be asked to attend occasional Finance Council meeting to explain financial report.
- Other duties as requested or assigned by pastor.