

**St. Mary's of the Lake Catholic Church**  
419 W Lyon Ave Lake City, MN, United States, Minnesota 55041

**Job Title: Parish Office Secretary**

**Reports To:** Pastor

**FLSA Status:** Hourly (Non-Exempt)

**Schedule:** Monday through Thursday 8 a.m. to 4 p.m., Friday 8 a.m. to 12 p.m. (32 hours)

**Benefits:** Health Insurance, Dental, FSA, AD&D, Life Insurance and 403B Retirement Plan.

**Job Summary:**

The Parish Office Secretary provides administrative and clerical support to the parish community, staff, and ministries. This role involves managing the parish office, maintaining records, communicating with parishioners, and supporting the day-to-day operations of the parish in alignment with its mission and values.

**Key Responsibilities:**

**Administrative Support:**

- Greet visitors and answer phone calls in a professional and welcoming manner.
- Handle correspondence, including emails, letters, and other communications.
- Maintain the parish calendar, scheduling meetings, events, and liturgical celebrations.
- Prepare weekly parish bulletins, newsletters, and announcements.
- Assist in maintaining accurate records of sacramental registers (baptisms, marriages, confirmations, etc.).
- File all monthly, quarterly, and annual reports. Organize and maintain a filing system for all important parish documentation.
- Assist with the organization of parish capital campaigns and Bishop's Annual Appeal.

**Office Management:**

- Organize and manage office supplies and equipment.
- Maintain parish files and databases (parishioner information, volunteer rosters, etc.).
- Process incoming and outgoing mail.
- Ensure confidentiality of sensitive information.

**Financial and Clerical Tasks:**

- Assist with basic bookkeeping tasks, such as processing invoices, tracking donations, and preparing financial reports.
- Manage collection counting and recording with adherence to parish and diocesan policies.

- Assist with the preparation of annual reports and other financial documentation.

**Communication and Parish Support:**

- Act as the primary point of contact for parishioners, volunteers, and ministry leaders.
- Update and maintain the parish website and social media platforms with current information.
- Support parish events, programs, and liturgies by coordinating logistics and materials.
- Collaborate with clergy, staff, and volunteers to ensure smooth operations.

**Qualifications:****Education and Experience:**

- High school diploma or equivalent required; Associate degree or higher preferred.
- Previous experience in administrative or secretarial roles, preferably in a parish or nonprofit setting.

**Skills and Competencies:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database systems.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive situations with discretion.
- Familiarity with Catholic Church teachings, traditions, and liturgical practices.

**Other Requirements:**

- Practicing Catholic in good standing preferred.
- Flexibility to work evenings or weekends for parish events, as needed.
- Must pass a background check and comply with diocesan safe environment policies.

**Working Conditions:**

- Office environment with standard working hours; occasional lifting of up to 20 pounds.
- Interaction with diverse groups, including parishioners, clergy, and ministry volunteers.