



Employment Opportunity

PARISH SECRETARY

Our Lady of Grace Parish

15347 Yonge Street Aurora, ON L4G 1N7

Full time (35 hours per week)

Overview:

Our Lady of Grace Parish is seeking a full time Parish Secretary to provide a full range of secretarial and related office services for the pastor, associate pastor, members of the parish, and/or various other committees and boards. Being the initial window to the parish, it is crucial that the Parish Secretary have a welcoming and cheerful disposition.

Responsibilities:

- Guarantees the efficient running of the front office.
- Receives and places telephone calls and schedules appointments.
- Addresses walk-in, telephone, and email inquiries in a friendly and professional manner.
- Prepares bulk mailings as needed.
- Establishes office record keeping and filing systems.
- Maintains a schedule of office hours.
- Attends committee meetings as requested.
- Coordinates parish major events and major liturgical celebrations in the Church.
- Schedules parish facilities. Develops and maintains a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
- Maintains petty cash fund and records and prepares deposits.
- Oversees the timely opening and secure closing of the office each day.
- At the end of the day, ensures that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights and heat are off.
- Oversees an inventory of office supplies. Orders materials, supplies or equipment as needed. Oversees the maintenance contracts for the various office machines.
- Prepares and produces the weekly bulletin. Gathers and edits the content and layout of the bulletin and completes it in time for final printing.
- Using Parish Tools, maintains the parish offering envelope system and Pre-Authorized Giving system, updates data on a regular basis, reviews the input of contributions on a weekly basis and files generated audit reports, closes the books and prepares tax receipts for the year.
- On occasion, using accounting software, input invoice and deposit information, completes monthly banking reconciliation, and prepares cheques (payroll and expenses) for signature.
- Assists pastor/associate pastor in coordinating/scheduling of weddings, funerals, and other events. Contacts appropriate persons involved, communicates with families/relatives regarding the procedure for these services.



- Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist and Confirmation.
- Prepares baptism kits for pick up.
- Prepares baptism prep meetings & baptism schedules.
- Prepares all sacramental certificates.
- Provides assistance to persons in need that come to the parish by referring them to St. Vincent de Paul Society.
- Invites and welcomes new parishioners to register.
- Other duties as required by the Pastor, Associate Pastor or their designate(s).

General Requirements:

- Excel in being a strong and proficient communicator and have competent administrative skills
- Have an above average knowledge in the use of technology
- Have a mature spiritual life
- Be in full communion with the Catholic Church
- Have a formation/training background suited for the work required in this position or be fully prepared to be formed/trained/guided as such
- Strong interpersonal skills
- Able to work evenings and weekends
- Work independently but also update and collaborate with the pastor
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. John Bertao** at jbertao@archtoronto.org. Deadline for receipt of applications is **December 22, 2022**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.