



Parish of St. Gregory the Great

71 Williamsons Road

Doncaster Vic 3108

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Position Title: Parish Secretary
Location: St Gregory the Great Catholic Parish of Doncaster
Employment Status: Part Time – Ongoing (approx. 22.5 hours per week
Wed/Thur/Fri)
Reports to: Parish Priest

St Gregory the Great Catholic Parish is seeking to employ a parish secretary for three days a week from Wednesday to Friday. The role will be based at the Parish Office 71 Williamsons Road Doncaster with hours determined by agreement but notionally from 9:00 am to 4:30 pm.

The successful applicant would have extensive office management / secretarial skills with a 'can-do', with a proactive approach to providing high quality and effective support to the various parish groups and the Parish Priest. Prior experience of working within the office of a Catholic Parish would be highly valued.

This role works with another parish secretary for Monday/Tuesday and with the Finance Administrator to ensure the effective and smooth operation of the parish office and of the parish as a whole.

Terms and conditions reflect the level of experience of the successful applicant and will follow the Catholic Archdiocese of Melbourne guidelines (available on request or via the MelbourneCatholic website).

Applications to be emailed to Fr Charles Balnaves, Charles.balnaves@cam.org.au and should include references. Applications close at 5:00 pm on 18th February 2022.

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POSITION PURPOSE

The Parish Secretary enhances the quality of service provided by St Gregory the Great Parish to the Parish community, the Doncaster community, wider stakeholder groups and the Archdiocese. The role works with other secretaries in the parish and with the secretaries of surrounding parishes, especially with St Kevin’s Catholic Parish of Templestowe for which the St Gregory’s parish priest is also responsible.

The purpose of the Parish Secretary is to actively support the Parish and the Parish Priest in all aspects of parish life as needed. There are currently two other parish administration people: a secretary for two days (Monday/Tuesday) and a finance/bookkeeping person who takes responsibility for the day to day financial and asset management tasks and the management of the payroll for the Parish (with the parish accountant).

The role of the Parish Secretary is a facilitating one between the Parish Priest, Parishioners, Schools, community organisations, suppliers, and Catholic Archdiocese of Melbourne (CAM) Support Service Departments (e.g. Curia, Archbishop, Vicar General, Administration, Information Technology, Accounting, Building & Property and Human Resources.)

The aim is to support, where possible proactively, the Priest and other responsible people and groups in the parish by identifying and addressing operational needs

KEY ACCOUNTABILITIES

- Reception – welcoming all on site visitors and assisting them;
- Answering incoming telephone calls and either addressing queries where possible or directing the caller to the appropriate person who can help them;
- Monitoring voice mail boxes and email inbox to ensure that queries are responded to in a timely fashion;
- Ensuring all office equipment is in good working order and if necessary, coordinating services and repairs;
- Ordering of church supplies, accepting delivery and maintaining records of goods and services (provisions such as tea/coffee/stationery);
- Managing Parish calendars;
- The collating and distribution of relevant Parish documents;
- Digital and hard copy filing;

- Maintain Parish database and Registers (Baptism, Deaths, Weddings etc) – PACS;
- Coordinate Sacramental Bookings and Payments;
- Preparation of weekly Parish Newsletter;
- Manage Parish Website/ Parish Social Media;
- Provide administrative support pertaining to the liturgical and sacramental life of the Parish;
- Provide administrative support pertaining to Parish planning, evangelisation, groups, ministries and the Parish Priest as required;
- Attend meetings as requested, sometimes outside of normal working hours (e.g. Parish Pastoral Council).
- Maintaining the basic registers etc of the ChildSafe processes of the parish (Working with Children Check, Police Check, Code of Conduct etc.).
- Other tasks as directed by the Parish Priest;

SKILLS FOR SUCCESS

- A confident working knowledge of Microsoft 365 office suite (including Word, Excel, Outlook, PowerPoint, Publisher).
- An ability to synthesise the needs of the parish and proactively assist in the execution and sometimes planning of parish activities/liturgies.
- Familiarity with office systems, and cloud based systems. Especially desirable, though not essential, is experience with the “Parish On Line” (POL) office system and its various software elements, especially the Parish Administration and Census System (PACS). (Note that during 2022 the POL office system including PACS will be replaced with a new and more flexible and reliable system)
- Experience working within a team with many facets organised loosely and with diverse responsibilities.

Additional desirable skills:

The current role does not routinely entail financial/bookkeeping duties. There may be some need when others are on leave. As the parish evolves and as working together with other parishes grows over coming years it is possible duties may expand to cover financial/bookkeeping duties. Hence skills and experience in the following areas would be of benefit to an applicant.

- End to end Accounts Payable and Accounts Receivable;
- Reconciling bank statements;
- Preparing quarterly Business Activity Statements (BAS);
- Preparing reports/budgets for Finance Committee and attending Finance committee meetings as required;
- Return on all House account transactions;
- Managing the payroll payments and payroll record keeping;
- Payment to the Priest Remuneration Fund and Catholic levies;
- Maintaining and administering PAC’s system;
- Maintaining and administering the Parish Thanksgiving/Stewardship Program;
- Any other financial/payroll related task as directed by the Parish Priest/Parish Accountant.

PERSONAL ATTRIBUTES

- Respect for the mission, identity and core values of the Catholic faith as lived in and by the St Gregory the Great Parish community.
- Excellent communication skills.
- Welcoming, hospitality and service to all who engage with the parish
- Understanding of the church's teachings and ability to incorporate in their daily activities
- A "Can do" attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (relevance, accuracy) of delivery
- The ability to build positive and collaborative relationships with others
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring a Healthy, Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality (confidentiality is critically important)

OTHER REQUIREMENTS

- Working with Children Check
- Police Check also required
- Parish Code of Conduct

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**