

Part-Time Parish Secretary Position at St. Margaret Mary, Algonquin

Responsibilities and Duties:

- Gather information from ministries and staff to create parish bulletin, adhering to weekly submission deadline - **Experience working in Microsoft Publisher required.**
- Welcome and support parishioners and others involved in the parish.
- Assist visitors by obtaining information or paperwork needed
- Screen calls, answer questions and resolve problems within scope of authority and responsibility
- Manage sacramental records – Baptism, First Communion, Confirmation, Marriage, Death records
- Schedule requested Mass intentions and collect stipends
- Schedule and coordinate parish ministries building use for ministry events and meetings in conjunction with the Facility Manager and other parish staff
- Maintain up-to-date parish rosters and contact information using Parish Data System (PDS) software
- Record weekly parishioner donations and generate annual tax statements
- Maintain Safe Environment records and submit compliance reports to the Diocese annually
- Maintain absolute confidentiality with respect to all matters involving parishioners, staff and church business
- Demonstrate willingness to work on tasks which may be unexpected and not necessarily related to specified duties

Part time - 24-27 hours per week, Monday-Friday

Must complete all Safe Environment training and paperwork required by the Diocese of Rockford.

Interested candidates should send a cover letter and resume to Debbie Witthoft, Business Manager, at dwitthoft@saintmargaretmary.org