



Position Description

Parish Secretary, Parish of Pymble

- Reporting to:** Parish Priest/Administrator (Parish Priest).
- The Position:** The primary purpose of the Parish Secretary is to provide services to the Pymble Catholic Parish (Parish) community and support for parish ministries.
- To achieve this, the Parish Secretary on behalf of the Parish Priest provides support for Parish communication, administration, financial and bookkeeping processes, parish property, compliance and Diocesan support.
- Responsibilities:** The Parish Secretary is accountable to the Parish Priest for the following:
- Visitor Welcome:*
- Welcome visitors to the Parish with a sense of warmth and welcome;
 - Ensure that the Parish office visitors waiting area is clean, tidy and stocked with current Parish communication and information literature including without limitation the Parish Bulletin and information on sacramental programs and other Parish ministries;
 - Respond to 'in person' and telephone enquiries warmly ensuring messages and any requests that require follow up are managed promptly and efficiently.
- Parish Team:*
- Influentially promote a positive organisational culture that fosters and supports the mission of the Parish;
 - Contribute to and promote a culture of safety and care for Children, Young People, and those that are more vulnerable;
 - Work collaboratively with members of the Parish Pastoral ministry and Parish Office;
 - Maintain effective relationships with parishioners, Parish school/s, other parish and faith communities of the Diocese, as well as the Diocese (including clergy, agencies and employees of the Diocese, religious organisations, councils and committees).
- Communications:*
- Produce Parish directories and other parish information in a form that meets the communication requirements of the Parish Priest, parishioners and community at large, in a consistent, meaningful and timely manner;
 - Draft a weekly Parish bulletin and at other special times, ensuring consistent and meaningful communication on liturgy, news and events, in liaison with the Parish Priest;
 - Ensure that every opportunity is taken at special times of the year

including without limitation Easter and Christmas to maximise and optimise Parish communications;

- Upload the parish weekend bulletin and homily of the Parish Priest onto the Parish website each week.

Administration:

- Prioritise requests for administrative support from the Parish Priest;
- Respond to requests for administrative support for the Chair of the Parish Council, Chair of Parish Finance Council and other parish groups;
- Manage parish mail including without limitation emptying letter/post office boxes, preparing and posting outgoing mail, opening and sorting incoming mail and maintaining incoming and outgoing correspondence logs on behalf of the Parish Priest;
- Meet, greet and assist callers and visitors in a friendly and professional manner, ensuring that doors and telephones are responded to in a timely manner during working hours, and that appropriate communication systems are in place after hours;
- Liaise with other staff, parish volunteers and tradesmen;
- Provide general administration support including without limitation:
 - receive and convey oral and written messages accurately and promptly;
 - respond to incoming telephone calls, mail and emails;
 - receive and process appropriate requests for information;
 - compose correspondence;
 - manage bookings, appointments and the office diary, maintain rosters, directories and other support group communiqués;
 - prepare booklets and maintain registers; Ensure that parish office supplies are kept well stocked; and
 - securely maintain the filing system and administrative records;
- Ensure records are properly stored, secured and disposed of at the appropriate time, as required by law, including confidential child-related records such as sacramental records;
- Maintain and update, along with other designated staff and volunteers, parish information in the hand-written registers as well as within the Parish data system (PDS) and Parish Administration Communication System (PACS) ensuring that information is accurate and up to date;
- In cooperation with the responsible Parish Pastoral Support Worker (PSW) to ensure:
 - sacraments are recorded, and other parish activities are undertaken in a manner consistent with Canon Law and Diocesan guidelines;
 - materials are prepared for sacramental program workshops;

- certificates of sacrament are issued;
- bookings of baptism and the associated administration including without limitation forms and issuing certificates is managed efficiently;
- Annually review office procedures to ensure efficiency, effectiveness, accuracy and security;
- Annually review the Position Descriptions for parish employees and make any recommendations for modification to the Parish Priest.

Finance and Bookkeeping Processes:

- Maintain the Parish financial records in accordance with GAAP and Diocesan Accounting Standards;
- Liaising regularly as required with the Parish Priest and Diocesan Financial Services Support Staff;
- Maintain the overall integrity of Parish Financial recording and reporting;
- Maintain the integrity and security of the Parish accounting system, financial transactions and cash;
- Complete accounting tasks including without limitation weekly, monthly and yearly processes, Business Activity Statements (BAS) quarterly, end of year processing and the Parish Annual Return;
- Prepare and distribute monthly financial reports, including statutory requirements, for the Parish Priest;
- Prepare Parish Annual Financial Reports, including without limitation statutory requirements, for the Parish Priest and the Parish Finance Committee;
- Reconcile Parish bank accounts and term deposits monthly;
- Analyse and report on variances to Parish budget;
- Record receipts and payments, process batch payments and make the payment via CDF online;
- Reconcile business credit card statements monthly and process in the Parish accounting system ensuring expenditure is supported by receipts and within delegation;
- Update quarterly the BAS reconciliation spreadsheet for wages, payroll and superannuation;
- In liaison with Parish Secretary record special collection monies (Project Compassion - annually and Charitable Works Fund (CWF) - 3 collections per year) in a liability clearing account in MYOB and make the final payment to respective funds via CDF online;
- Maintain required legal documentation to support direct debits/direct credits;
- Complete end of quarter processing in accordance with Diocesan Accounting Standards;
- Remit Pastoral Revenue Sustentation and surplus obligations to the Diocese on a quarterly basis;
- Complete end of year processes, including without limitation annual returns to Diocese.

Payroll:

- Generate purchase orders and other relevant documentation to

assist with Parish operational and capital expenditure;

- Parish payroll is processed fortnightly and reconciliation of the entire payroll system quarterly;
- Reconcile year-end payroll and prepare PAYG summary for employees;
- Maintain payroll files;
- Pay superannuation guarantee contributions monthly;
- Answer queries regarding the payroll from employees, Parish Priest and superannuation funds;
- Establish new employees in the payroll system.

Parish Property:

- Liaise with engaged contractor to determine whether that contractor should have their own public liability insurance. Copies of all relevant Contractor Insurance should be kept on file;
- Liaise with tradesmen, cleaners, gardeners and other contracted employees to ensure that repairs and maintenance are performed in a timely and cost-effective manner;
- Coordinate the up-keep and functionality of the Church, meeting rooms, halls and grounds including without limitation that they are well maintained, tidy and ready for use.

Compliance:

- Regularly review procedures for booking of Parish Church and meeting rooms;
- Ensure that there is a parish contact responsible for special functions;
- Manage the distribution of Parish keys including without limitation maintain a register of keys, regularly review keying systems, key distribution and key collection;
- Securely store and update the National Criminal History record check records according to legal requirements;
- Manage Working with Children Check (WWCC) processes including without limitation:
 - ensure the Parish complies with WWCC legislation and Diocesan guidelines on persons engaged in child-related work by consulting initially with the Office for Safeguarding (Chancery);
 - assess employee and volunteer roles to ascertain if the roles involve the incumbent being involved in child-related work within the meaning of Part 2, Section 6 of the Child Protection (Working With Children) Act 2012 (NSW) (Act) and ensure persons involved in any role involving child-related work (paid or volunteer) undertake the required screening prior to commencing work with the Parish;
 - ensure that WWCC check numbers are verified and stored in accordance with legislation and Diocesan policy;
 - ensure that the Parish can produce evidence of historical checks of persons previously engaged by the Parish in child-related work and who were required by the Act to have a WWCC;
- Ensure the Australian Charities and Not for Profits Commission

(ACNC) Annual Information Statement (AIS) is lodged on or before 31 December each year and that the ACNC is notified of any changes in details including without limitation responsible people, legal name, address for service within 60 days of the change;

- Ensure Parish workers have been trained in and the Parish complies with the Diocesan Work, Health and Safety (WHS) policy and WHS legislation, attend WHS training, participate in an annual WHS audit and oversee the maintenance of WHS records and notifications;
- Liaise with musicians and musical groups in the Parish in regard to logging issues related to copyright. Complete annual copyright compliance processes.

Diocesan Support:

- Ensure responses to requests for support or assistance from the Chancery in any matters that come within the functions and skill set of the Parish Office are responded to with promptness, courtesy and diligence;
- Work collaboratively with other Parishes, Chancery, agencies, clergy, employees and volunteers to further the mission of the Parish and the Bishop.

Attendance:

Attendance of various Committees, Advisory Panels and Diocesan training events as required from time to time by the Parish Priest/Administrator, or as outlined in Policy.

Inter-Relationships:

The Parish interacts with the following internal and external stakeholders:

- Parish Priest;
- Parish Clergy;
- Parish Committee Members;
- Parish Office Team;
- Parish Ministry Groups;
- Local Parish Catholic schools;
- Chancery personnel.

Knowledge, Experience & Qualifications:

It is essential that the Parish Secretary has the following knowledge, experience and qualifications:

Knowledge (Essential):

- A comprehensive knowledge of office administration processes and procedures;
- Some knowledge of book-keeping or accounting procedures;
- Proficient skills in contemporary computer applications including the Microsoft Office suite;
- Proficient working knowledge of MYOB and Microsoft Excel;
- Proficient working knowledge of banking, payroll, purchasing accounts receivable, accounts payable and management reporting including balance sheet and bank reconciliation functions;
- Excellent organisational skills and the ability to re-prioritise and reorganise priorities;

	<ul style="list-style-type: none"> • Excellent word processing, telephone and diary management skills; • Well-developed oral and written communication skills; • Ability to work autonomously and be responsible and accountable for own work and the work of the Parish Office team.
<i>Knowledge (Desirable):</i>	<ul style="list-style-type: none"> • An understanding of the Catholic Church, its mission and the sensitivities and nuances of dealing with various stakeholders; • An understanding of Parish communities; • A working knowledge of the Diocese and ability to quickly become familiar with its policies and procedures. • A working knowledge of not for profit financial compliance requirements;
<i>Experience:</i>	<ul style="list-style-type: none"> • Experience in office administration, supervision and organisation; • Experience working with volunteers in a Christian environment; • Experience working with minimal supervision while remaining a team player; • Well-developed relational and rapport building skills.
<i>Qualifications (Desirable):</i>	Relevant qualifications in office administration or equivalent experience.
Attributes:	<p>It is desirable that the Parish Secretary has the following attributes:</p> <ul style="list-style-type: none"> • A personal commitment to the mission of the Catholic Church; • Ability to manage the demands of the Parish Priest and parish community by anticipating their needs; • Ability to act with tact and discretion, maintaining the highest level of confidentiality; • Demonstrated commitment to service and a willingness to be accountable for performance; • Ability to perform under work pressure; • Punctuality and sound time-management skills including the ability to multi-task and work quickly and efficiently; • Well-developed organisational and problem-solving skills; • Attention to detail, quality and accuracy; • Ability to work collaboratively and consultatively across a wide spectrum of stakeholders; • Values driven, honest, reliable and has integrity; • Ability to be a team player; • A personal sense of warmth and welcoming.
Performance Measures:	<p>The performance of the Parish Secretary will be assessed having regard to:</p> <ul style="list-style-type: none"> • Successful outcomes of the major responsibilities of the role; • Achievement of the agreed objectives of any work plans;

- Service levels and the level of satisfaction expressed by the Parish Priest and other key stakeholders in respect of the individual performance of the Parish Secretary and the collective performance of the Parish Office team.

Date reviewed: March 2018

Last reviewed: November 2019