



# *Transfiguration of the Lord Parish*

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[www.transfigurationofthelordparish.com](http://www.transfigurationofthelordparish.com)

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## **Parish Secretary**

(Revised 12/29/2023)

### **Communications Facilitator**

- Reception work such as answering phone & door and taking messages.
- Liaison with parish & school volunteers utilizing Eva.
- Parish Calendars – Keep Google calendars updated daily and coordinate annual “Calendar Meeting” to capture key events and plan accordingly.
- Create weekly bulletins and stuff them with inserts as needed.
- Maintain the parish census in ParishSoft with additions, deletions, changes.
- Order and maintain office supplies looking for best value.
- Assist as needed in coordinating rental of St. Mary Center and school gym.
- Update social media as appropriate (Facebook, etc).
- Coordinate with webmaster to update parish & school websites as needed.
- Assist in creation and tracking of surveys (utilizing Google Survey with other means).
- Maintain cemetery records on computer (in Microsoft Word).
- Compile meeting minutes for long-term record keeping.
- Review Google calendars & take meeting minutes at weekly staff meetings, type and distribute.

### **Liturgical Support**

- Work directly with parishioners on Mass intention requests.
- Weekend liturgy intercessions (prayers for the faithful)
- Weekend announcements (consult Fr. Savio)
- Update weekly mass intentions.
- Prepare semi-annual liturgical ministry schedule with input from Deacon Kevin & Fr. Savio. This is to include special attention to Holy days not already on the quarterly “Ministry Scheduler Pro” calendar. Use MSP unless directed otherwise.
- Update baptismal records.
- Produce wedding certificates.
- Document parishioner deaths.

- Responsible for recording Sacraments in the appropriate Parish Registry Books (and in ParishSoft) including parish of Baptism, First Penance, First Communion, Confirmation, deaths, Weddings, etc.
- Produce and mail “Certificate of Perpetual Use” deeds for cemetery lot purchases.

**Human Resources Support** (as ready and available to help)

- Assist with Virtus compliance for employees and volunteers (identify needs, audit, monitor).
- Assist as needed with new hire orientation paperwork.

**Revenue/Expense Support**

- Enter donations including weekly collection into ParishSoft (for accurate year-end giving records).
- Assist in mailing year-end contribution reports to donors.
- Help prepare invoice checks to be signed by Fr. Savio or Deacon Kevin and then mail as needed.
- File invoices paid backup documents in the “Invoices” filing cabinet drawer. Purge annually.
- Prepare and mail thank you/acknowledgement letters to ALL memorial gifts donors.
- Assist in preparing same for other gifts not already captured in ParishSoft as part of the weekly collections process.
- Prior to mailing, give letters for \$500 or more to Business Manager or Pastor to add personal note of gratitude (and/or possibly call the donor).

**St. Peter School & Parish Festivals:**

- Assist chairpersons with preparation of mailings (print letters and labels using updated parishioner list, ensure sufficient supplies available, run stacks through folding machine).
- Committee is primarily responsible for preparing the letter, stuffing, sealing, and stamping as needed for mailings and taking to Post Office (including bulk mailing of raffle tickets and kitchen donations).

This is a part-time, hourly position. As such, benefits are not included. The hourly pay rate is intended to reflect value of contributions while maintaining relative equity with other employees in their roles.

Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give a copy to the employee and return original to the Business Manager.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_