

**St Philip Benizi Catholic Church**  
18211 S Henrici Road, Oregon City, OR 97045  
Phone: 503-631-2882  
Website: [www.philipbenizi.com](http://www.philipbenizi.com)  
Email: [stphilipbenizi\\_redland@archdpdx.org](mailto:stphilipbenizi_redland@archdpdx.org)



**Position:** Secretary  
**Classification:** Non Exempt/Hourly  
**Reports to:** Office Manager/Pastor  
**Location:** St. Philip Benizi Catholic Church

**General Statement of Duties:**

General administrative support, skilled secretarial services. Maintain accurate parish records. Successfully pass background check. Maximum six month probation period.

**Essential Functions/Major Responsibilities:**

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. Employee maintains a strict level of confidentiality on all matters related to parish business.

- Screen calls, answer questions, and resolve problems within scope of authority and responsibility.
- Greet and receive visitors to parish and direct to appropriate personnel.
- Provide information and maintain church records for baptisms, funerals, weddings, new parishioner registration. Provide copies to parishioners upon request within scope of authority and responsibility. Update parish census records on a regular basis. Send updated information to Archdiocese as required.
- Handle mailings and emails as required.
- Be proficient in Microsoft Outlook, Word, and Publisher. Be willing and capable of learning Quickbooks, ConnectNow Giving, and ParishSoft Connect Online.
- Type correspondence and reports from rough drafts, notes, and/or general instructions.
- Take bank deposits to the bank.
- Type and edit parish bulletin.
- Monitor and order office, church, and kitchen supplies
- Maintain accurate roster, mailing lists, and schedules.
- Receive, sort, and distribute incoming mail.
- Handle copy projects as required.

- Schedule and record Mass intentions.
- Ensure that letters of welcome are sent to new parishioners.
- Prepare Mass books for priest, deacon, and lector/commentators.
- Attend parish staff meetings; act as recording secretary when needed.
- Respond to requests for food and schedule accordingly.
- Collect and record money from votives weekly and Poor Box monthly.
- Back up Office Manager position as required.
- Perform other work related duties as required.

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing from moderate supervision.

**EDUCATION AND/OR EXPERIENCE:** High School graduate, secretarial experience preferred. Knowledge and understanding of church organization and operational procedures. Practicing Roman Catholic preferred. Valid driver's license.

**COMMUNICATION/CLIENT CONTACT:** Contacts are normally made inside and outside the Parish, usually at Supervisor's request and frequently contain confidential/ sensitive matters.

**SPECIFIC JOB SKILLS:** Understanding of general principles of office operations and secretarial procedures and ability to prioritize workload to meet demands. Proficiency with PC software, calculator, basic office equipment, and other forms of technology, including social media. Excellent communication skills, both verbal and written, and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboard at minimum 50 wpm. Able to use telephone for long periods of time.

**PHYSICAL DEMANDS:** Required to stand, walk, talk, reach, sit, finger, hear, handle, and perform repetitive motions of the hands/wrist. Lift and move items up to 20 pounds.

**WORKING ENVIRONMENT:** Work is performed in an office setting. Employee may be required to attend an occasional evening meeting and do extensive close work. The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact Karen Henry (503-631-2882 or [khenry@archdpx.org](mailto:khenry@archdpx.org)) at the office if you are interested.