

## **Iona Road Parish: Parish Secretary** **(<https://www.activelink.ie/node/112823>)**

### **Job Title: Parish Secretary**

**Job Location:** 87 Iona Road, Glasnevin, Dublin 9.

**Reports to:** Parish Priest/Administrator

### **JOB PURPOSE:**

To provide administrative assistance to the Parish Priest and Parish in the day to day running of the office.

#### ***General Administration***

- As far as is possible the Parish Office should not be left unattended during Public Office hours
- Agree to a daily and weekly schedule that should be possible to conclude on a daily and weekly basis
- To maintain an easy to manage filing system
- Typing of letters and notes
- Keeps all existing parish records up to date
- Take phone calls and deal with all messages left on parish phone
- Receive members of the public/parishioners in the office during office hours
- To order supplies, make bookings or phone calls for items and arrangements that are needed for the operation of the parish and the celebration of the liturgy
- Ensure all Parish Registers are kept in a safe and secure location
- Protect the confidential nature of information contained in Parish registers
- Liaise with Parish Grouping to maintain and update the shared calendar
- Liaise with Web support to maintain/update website

#### ***Mass Preparation***

- Take bookings for Mass
- Receive and record Mass Stipends
- To facilitate the Parish Team with the organising and arranging of all Liturgical celebrations in the parish that require the assistance of the facilities of the parish office
- To facilitate, within reason, all who organise various parish ministries and groups and if possible by agreed procedures with those in charge of such groups
- To help prepare the distribution of Christmas, Easter and November Dead List envelopes and to record Christmas and Easter Dues
- To type daily and weekend Mass intention schedule
- Occasionally facilitate the typing of weekend Prayers of the Faithful
- Occasionally help with the preparation and printing of the Parish Newsletter

#### ***Baptisms***

- Take bookings for Baptisms
- Prepare Certificates and Forms for Baptism Ceremony and Baptism Team
- Write up Baptism Register
- Issue Baptism certificates

#### ***Confirmations***

- Issue Confirmation certificates
- Write up Confirmation register as soon as possible after confirmation ceremony

- Notify other parishes of those confirmed in our Parish who were baptised elsewhere
- Record confirmation notices from other parishes

## ***Weddings***

- Take bookings for weddings
- Facilitate couples and the priest in getting wedding papers in order for the ceremony
- Issue Marriage Certificates
- Issue Letters of Freedom
- Write up Marriage register
- File all marriage papers before and after all weddings
- Record marriage ceremonies in parish Baptism register where necessary
- Notify Church of Baptism of party married in this Parish but not baptised here
- Record and return Marriage Notification Forms sent to this Parish from other parishes
- Ensure all marriage papers are kept in a safe and proper filing system

## ***Funerals***

- Take in funeral arrangements
- Write up funeral details

## ***Finances***

- Oversee Parish collections for lodgements on a weekly basis
- Write up all lodgements
- Take responsibility for Petty Cash Box
- Make and record payments from Petty cash
- Gather receipts for payments from Petty cash
- Prepare figure for a new lodgement to petty cash when required
- Order and prepare new boxes and labels for the Planned Giving Collection each year
- Facilitate the distribution of such boxes each year
- Help collectors with any enquiries and assistance they might need
- Accept Planned Giving Collections that collectors may leave at the office or other designated areas

## ***Other Finance related duties may include***

Weekly:

- Counting and banking of all planned giving monies through parish envelope scheme and one-off donations and recording these against individual parishioners' names on the Parish Management System.
- Accompanying priest / sacristan to bank with Common Fund and SHARE collection monies

Monthly:

- Provide any assistance/Information required by Finance Personal per monthly reconciliations

Quarterly:

- Stole fees returns
  - Priest payment.
  - Stole return to the Parish
  - Stole return to the Common Fund

Finance Committee: Liaise with Finance personnel to

- Produce quarterly reports for Finance Committee to include the following:
  - Income and Expenditure
  - Trial balance
  - Balance sheet
  - Comparison figures with previous year and budget figures for year ahead

*(All above reports are available on Accounts IQ)*

Easter and Christmas: Liaise with Finance personnel to

- Preparation of Christmas and Easter post for distribution.
- Enter, process and bank all returned Christmas and Easter Dues
- Printing of Christmas and Easter dues acknowledgement letters from Pastoral Management

Annually: Tax Reclaim Liaise with Finance Personnel to

- Assist in the preparation and distribution of tax reclaim forms
- Assist in updating Pastoral Management with returned tax reclaim forms.
- Assist in submitting tax reclaim to ROS (Revenue Online System)
- Prepare financial statement for Parishioners

Preparation of annual acknowledgement letters

### ***Ad Hoc Duties***

- In the event of other staff being employed in the parish, you will be responsible for recording time-keeping and work scheduling as agreed in their contracts
- From time to time, liaising with tradesmen for repairs and maintenance

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

## **JOBHOLDER ENTRY REQUIREMENTS:**

### **Knowledge (Education & Related Experience):**

- At least five years administrative experience is required
- Robust book keeping experience is essential and a Certificate in Accounting Technicians of Ireland (IATI) is desirable
- IT Literate – MS Word, Excel, PowerPoint and Outlook
- Database experience desired
- Knowledge and experience of Accounts IQ is also desirable

### **Key Behaviours:**

- Ability to work on their own and as part of a team
- Excellent organisational skills
- A strong ability to multi task
- Enthusiastic and motivated
- Proactive and uses own initiative
- Flexible
- Ability to take direction
- Confidentiality

## **KEY RELATIONSHIPS**

### **Internal**

- Parish Priest
- Parish team
- Members of Finance Committee
- Members of Pastoral Council
- Members of the various committees

### **External**

- Parishioners

- Members of the public using the church facilities
- Liaise with appropriate authorities for Heritage Grants.

## To Apply:

The applications for this vacancy should be addressed to, Fr. Kevin Bartley, 41 Cremore Heights, Ballygall, Dublin 11 & email [Kevin.bartley@dublindiocese.ie](mailto:Kevin.bartley@dublindiocese.ie) (<mailto:Kevin.bartley@dublindiocese.ie>) & [KevinGBartley1962@gmail.com](mailto:KevinGBartley1962@gmail.com) (<mailto:KevinGBartley1962@gmail.com>)

Closing date: 31st January.

### Region

Dublin 9

### Date Entered/Updated

20th Dec, 2024

### Expiry Date

31st Jan, 2025

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