

Job Title: Parish Secretary
Reports To: Pastor
Position: Full-time, Benefits,
Parish: St. Anthony Catholic Church, Frankfort, Illinois

Job Purpose

St. Anthony Catholic Church is looking for a professional, welcoming and faith-filled parish secretary to serve as first point of contact to greet parish visitors.

Administrative Duties and Responsibilities

- Serve as the first point of contact for parish visitors and phone calls; greet and assist parishioners and the public in a professional and compassionate manner.
- Manage parish correspondence, email, phone messages, and mail distribution.
- Maintain Mass intentions.
- Prepare weekly parish bulletin.
- Maintain and update parish databases and sacramental records (baptisms, marriages, deaths, confirmations).
- Draft, edit, and distribute letters, reports, and other parish documents.
- Order office supplies.

Financial Support

- Assist in recording and depositing parish collections and contributions.
- Maintain confidentiality with financial and personal information.

Pastoral and Liturgical Support

- Assist in the preparation of liturgical schedules, Mass intentions, and sacramental paperwork.
- Coordinate with ministry leaders, volunteers, and parish staff to support parish events.
- Maintain confidentiality regarding pastoral and sacramental matters.

Other Duties

- Attend staff meetings and training sessions as required.
- Support special parish projects and events.
- Perform other related duties as assigned by the Pastor or Administrator.

Required Qualifications

- Practicing Catholic in good standing with the Church.
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church, St. Anthony Catholic Church and the Diocese of Joliet.
- High school diploma or equivalent (associate degree preferred).
- Proficiency with Microsoft Office (Word, Excel, Publisher, Outlook) and familiarity with parish management ParishSOFT.
- Excellent communication, interpersonal, and organizational skills.
- Ability to handle sensitive matters with discretion and confidentiality.
- Professional demeanor with a welcoming, service-oriented attitude.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Working Conditions

- Office environment within the parish campus. Monday - Thursday 8:30 a.m. - 4:00 p.m.
- Regular interaction with parishioners, volunteers, and clergy.
- Occasional evening or weekend hours for parish events or liturgies.

Salary Range

\$20.00 - \$25.00 per hour, depending on experience.

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

To apply for this full-time position, please send cover letter and resume to paula@stanthonyfrankfort.com. Please reference Parish Secretary in subject line of email.