

# Parish Secretary

## Our Lady of Mount Carmel Catholic Church Rancho Cucamonga, CA

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1905, Our Lady of Mount Carmel is committed to devoting time, talent and treasure to fulfill the spiritual needs of the community.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Prepares correspondence, and coordinate appointments for Pastoral Coordinator, and Priest Minister
- Registers new parishioners and maintains data base
- Greets and directs visitors
- Processes and distributes mail, bulk mailings
- Schedules use of parish facilities
- Arranges funerals
- Maintains sacramental archives, make sacramental certificates
- Maintains office files and records, prepares master calendar
- Monitors office supplies and inventory
- Receives and handles parishioner donations for Masses and sacraments and gives receipts
- Posts envelope donations to computer system
- Assists in depositing parishioner donations
- Assists in recordkeeping of parishioner contributions, ministry fundraising and other parish income
- Prepares weekly bulletin
- Attends staff meetings and staff days of prayer
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- Prior office experience including secretarial and customer service.
- Must be multi-tasked and have the ability to interact in a professional and pastoral manner.
- Strong computer and excellent organizational skills required.(Word, Excel, Publisher, Power Point. Parish Soft)
- Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols.
- Must be fully bi-lingual; read, write.
- Strong experience with parish operations and pastoral ministries of a modern Catholic parish

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your resume to:

Our Lady of Mt. Carmel Parish  
Attn. Mrs. Josefina Herrera  
10079 8<sup>th</sup> Street  
Rancho Cucamonga, CA 91730  
Fax: (909) 987-3818

[jherrera.olmtcarmel.rc@sbdioocese.org](mailto:jherrera.olmtcarmel.rc@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**