



CATHOLIC DIOCESE OF ROCKHAMPTON

22 June 2018

TO WHOM IT MAY CONCERN

Application Kit – Secretary, Cathedral Parish of St Joseph

Attached please find a Position Description for the position above and the Employment Application Form for the Catholic Diocese of Rockhampton.

Applications close COB 9th July 2018

To apply:

- Address the Selection Criteria on the last page of the Position Description. (That means tell us how you fulfil those criteria in about 4 pages total.) You can do this in your covering letter or as a stand-alone document
- Complete the Employment Application Form – referees can wait until the interview stage if you like
- Write a covering letter
- Attach your current CV

Send it all to the email below or post surface mail to the mail address below

Thank-you for your interest in the position and I look forward to receiving your application.

If you have any questions, please contact me via one of the addresses below or the Parish Finance Officer, Gerard Hogan on 4999 3109.

Yours sincerely

Andrew Bourne
Manager Employment and Safety Systems
Diocesan Services
Catholic Diocese of Rockhampton
Email: andrew.bourne@rok.catholic.net.au

Catholic Diocese of Rockhampton – Position Description

Position Number	ESS PD077
Position Title	Parish Secretary
Location	Catholic Parish of Rockhampton South
Cost Centre	Roman Catholic Trust Corporation, Diocese of Rockhampton
Position Type	Part Time - Permanent
Classification	Clerks – Private Sector Award 2010
Accountability of Position	Parish Administrator
Reporting of Position	Parish Administration & Finance Coordinator

Diocesan Vision Statement

As a community of believers we live out the call of Baptism through personal faith in Jesus, witnessing together the Good News of the Kingdom.

Diocesan Values:

- i.) Church workers are committed to justice and equity;
- ii.) Church workers uphold the dignity of all people and their right to respect;
- iii.) Church workers are committed to safe and supportive relationships;
- iv.) Church workers reach out to those who are poor, alienated or marginalized;
- v.) Church workers strive for excellence in all their work.

Service, given according to these principles, is life-enriching for both the providers and recipients. Employees are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

Purpose:

The role of the Parish Secretary in South Rockhampton is to provide competent secretarial support for the parish priest and clergy by being responsible for the appropriate administrative aspects of liturgy preparation. The role also provides administrative support for the parish ministries and serves visitors and inquirers at the Parish Office.

Responsibilities:

- Provide ministry administration
 - Coordinate the preparation of weddings, liaising with couples and celebrants to arrange appointments, rehearsals and ceremonies, ensuring that all church and government papers are accurately completed and appropriately dispersed in a timely manner.
 - Coordinate funeral preparation with the clergy, funeral director, bereavement team and family.
 - Support the Baptism team coordinating bookings and information sessions
 - Arrange priest visits and sick calls
- Provide administrative assistance to priests
 - Print emails
 - Reply to invitation as requested
 - Respond to other enquiries as requested
 - Photocopy, scan and fax as requested
 - Send emails and post mail as requested
- Liaise with parishioners, parish visitors, diocesan personnel and priests and staff from other parishes
- Prepare the Parish Bulletin weekly
- Prepare the documentation for the week-end liturgies, the Presiders Notes, based on discussions at weekly staff meetings.

- Prepare Church boxes, hymn sheets, Mass running sheets and folders
- Coordinate, record and report on the Parish Census
- Oversee and be responsible for the maintenance of the Parish Registers
- Record sacraments in the PACS electronic registers
- Other duties as required.

Reporting Relations:

Reporting of this position:-

Directly: 0

Indirectly: 0

The occupant of this position will:

- Meet with the Parish Administrator or Parish Priest to identify work plans and priorities on a regular basis

Qualifications:

- Sound Computer Skills including Microsoft Office Suite.
- Administrative Experience

Additional Factors:

The appointee will be required to-

Comply with all current and potential Policy and Codes of Conduct relevant to Diocese of Rockhampton employees.

Observe all legal and safety obligations of the Diocese of Rockhampton.

All Diocesan employees are responsible and accountable for ensuring workplace health and safety/environment ideals are maintained.

Confidentiality; As an employee of the Catholic Diocese of Rockhampton you must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs, or property of the Catholic Diocese of Rockhampton to any third party unless pre-approved by the Vicar General or required by law.

Key Selection Criteria:

1. Capacity to work enthusiastically within the Ethos, Philosophy, and Structures of the Catholic Church
2. A sound knowledge of, or a capability to quickly learn computer operating systems, including the Microsoft Office Suite.
3. High level of communication, interpersonal and customer service skills.
4. Substantial written skills with ability in the structuring of letter, publications, and general correspondence.
5. Ability to effectively manage time and work schedules, in a semi-autonomous manner applying necessary initiative and flexibility to ensure an efficient work practice that supports the administrative responsibilities of the Parish.

Approval / Authority:

.....
 Parish Priest
 Catholic Parish of Rockhampton South
 Date:



EMPLOYMENT APPLICATION

POSITION APPLIED FOR:

DATE OF APPLICATION:

SURNAME

GIVEN NAME(s)

ADDRESS

POSTAL ADDRESS

PHONE NUMBER

MOBILE

EMAIL

AGED OVER 18 YEARS Yes No

GENDER Male Female

RESIDENCY Australian Citizen Permanent Resident

 Entitled to work by Work Visa (Please attach relevant details)

DO YOU HOLD A CURRENT DRIVERS LICENCE Yes No

If yes, please provide details **LICENCE NUMBER**

EXPIRY STATE CLASS

EMPLOYMENT HISTORY (Most Recent First)

Position Held

Employer

Employed From

To

Reason for Leaving

Position Held

Employer

Employed From

To

Reason for Leaving

Position Held

Employer

Employed From

To

Reason for Leaving

REFERENCES

Please note only the preferred applicant's references will be contacted

Name

Position

Business / Company Name

Contact Phone Number

Mobile

Name

Position

Business / Company Name

Contact Phone Number

Mobile