

Saint Patrick Church in San Francisco is looking for a full-time parish secretary who is people oriented and has administrative and organizational skills. Ability to multitask is essential; must have excellent communication skills, written and spoken. General computer knowledge and other office functions like record-keeping, filing and organizing are required. For a more detailed job description, please read below.

Send resume to Fr. Obet Andrey: [andrey.roberto@sfarch.org](mailto:andrey.roberto@sfarch.org)

CHURCH: St. Patrick, San Francisco

POSITION: Parish Secretary

HOURS: Monday to Friday 9am-1pm and 2pm-5pm

- Check and follow up overnight/weekend voicemails and website/email enquiries
- Answer phone/walk in enquiries throughout the day by parishioners, tourists, visitors
- Prepare/distribute outgoing/incoming mail (daily and periodic – Easter/Christmas/special events)
- Process payments received in mail
- Prepare and coordinate weekend and bulletin Mass intentions
- Set up Sunday Mass binders for presiders and readers
- Answer homeless persons' enquiries (door and phone) and give referrals as needed
- Sell candles and attend to other gift shop requests as needed
- Mass intention requests (schedule, print for Sacristy, issue/mail Mass cards, update PDS payment records)
  
- Maintain parishioners records – enter/update/send Mass cards for birthdays (schedule a Mass intention for each parishioner on their birthday)
- Maintain sacramental registers – create/update entries, issue certificates, do historical searches - St. Patrick & St. Joseph parishes
- Process all sacramental enquiries
- Attends to various pastoral issues/enquiries (counseling, sick calls, funerals – info, referral, arrangement)
- Baptism class – answer enquires, process registration, schedule, issue certificates, prepare updated folder for First Saturday 9am class

- Baptisms – schedule, oversee requirements, organize paperwork, record/issue certificates, maintain supplies (candles, bibs) - coordinate with sextons
- Weddings – answer initial enquires, schedule ceremonies/marriage prep meetings, follow up with paperwork, coordinate/communicate with outside Tribunals when needed, maintain ongoing communication with couples up until the rehearsal details (wedding coordinator manages rehearsal/ceremony), mail completed License to issuing County, make a copy for wedding file, send marriage notifications to churches of baptism
- Weddings – “Blue Form” answer enquiries, set up meetings with priests, follow up on all paperwork and requirements, mail wedding packet to ADSF Tribunal Office
  
- Visiting Clergy – organize visiting clergy paperwork for all ministries, request from/forward to our Chancery
- Maintain weekly schedule of parish clergy/Mass celebrants, coordinate with the Pastor
- Internal requests by priests & staff members (follow ups, referrals, coordinating, etc.)
  
- Overseeing office & church supplies & equipment, order/maintain, coordinate with the parish manager
- Liaise with outside agencies/vendors – coordinate with the parish manager
  
- Maintain schedule of parish facilities and process rental requests/payments
- Liaise with parish organizations for schedule of facilities use, assist with office matters (copies, programs etc) – coordinate volunteers when needed/possible
  
- Perform other work related duties as assigned/requested