



PARISH SECRETARY

Job Description

Job Title	Parish Secretary
Parish	St Swithun Wells Parish
Location	Based at Holy Cross Parish Office, Leigh Road, Eastleigh, SO50 9DF
Hours of Work	Part-time 15 hours per week over 3 days, working pattern to be agreed at interview
Salary	£9,523.80 per annum (FTE £23,809.50)
Contract Type	Permanent
Reports To	Parish Priest: Fr Raffaele Cossa
Number of Reports	None

1. Overall Job Purpose

St Swithun Wells Parish is seeking a Parish Secretary. The Parish Secretary provides comprehensive administrative and organisational support to the Parish Priest including some tasks working with the Parish Finance Administrator, to ensure the smooth day-to-day operations of the parish. This role enables the Parish Priest to focus on pastoral duties while maintaining efficient administrative processes.

As an employee of the Catholic Diocese of Portsmouth, the Parish Secretary must adhere to all Diocesan policies and procedures, as well as any local arrangements authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest
- Parish Finance Administrator
- Parish Communications and Events Coordinator
- Priests and Deacons across the Pastoral Area

- Parish volunteers and employees
 - Parishioners and visitors
 - Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
 - External suppliers and contractors
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3. Main responsibilities

General Administration

- Provide administrative support to the Parish Priest and clergy.
- Maintain and update parish records, including PAMIS parishioner databases, sacramental registers, and schedules.
- Prepare and distribute the weekly Parish Newsletter and other parish communications, including updating the website.
- Handle general inquiries, phone calls, emails, and correspondence professionally.
- Manage diaries and appointments for the Parish Priest, Assistant Priest, and pastoral visits.
- Order and maintain supplies for the presbytery, office, churches, and halls.
- Assist in coordinating pastoral activities and parish events.
- Ensure all registers are up to date and maintain accurate documentation for sacraments.
- Support parish groups and sacramental preparation programs, including managing course materials.
- Coordinate funeral and wedding bookings, including diary management and invoicing.
- Complete property administration tasks in conjunction with the Parish Finance Administrator and Diocese Estates Team.

Hall Booking & Facility Coordination

- Manage the parish hall booking calendar and liaise with the Parish Finance Administrator to ensure appropriate hire agreements and invoicing.

Parish Communication & Liaison

- Act as the first point of contact for parishioners, visitors, and external inquiries, either in person, via telephone or email, ensuring a welcoming and professional response.

- Support the Parish Priest in coordinating meetings, events, and pastoral initiatives.
- Ensure effective communication between the parish and diocesan departments, submitting reports and compliance documents as required.

Sacramental & Liturgical Support

- Schedule and coordinate baptisms, weddings, funerals, and other sacramental celebrations, ensuring all necessary documentation is completed.
- Organise rotas for altar servers, readers, Eucharistic ministers, and other liturgical ministries.
- Prepare mass sheets and liturgical documents for Christmas, Easter, and other key celebrations.
- Mass Intentions and Allocation of Offerings received.

Governance & Compliance

- Ensure compliance with data protection regulations (GDPR) and maintain secure and well-organised records.
- Assist in implementing diocesan policies, including safeguarding procedures and governance protocols.
- Process Annual Pastoral Statistics and Annual Mass Counts.

Other Responsibilities

- Work collaboratively with parish volunteers, offering support and training where required.
- Undertake other reasonable ad-hoc tasks as requested by the Parish Priest.

4. Professionalism & Values

- Uphold and promote the ethos and values of the Catholic Church.
 - Work collaboratively with clergy, employees, and volunteers to support the parish mission.
 - Foster a welcoming and professional parish environment for all.
 - Maintain confidentiality and discretion in all aspects of the role.
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PARISH SECRETARY

Person Specification

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none"> IT proficiency, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and database management. Strong organisational skills, with the ability to prioritise multiple tasks effectively. Excellent written and verbal communication skills, ensuring professional interaction with parishioners and external stakeholders. Previous administrative experience, in a busy office with a keen eye for detail and accuracy. Valid UK Right to Work.
Desirable	<ul style="list-style-type: none"> Familiarity with the Catholic Church, its teachings, and liturgical practices. Experience working in a parish, charity, or faith-based environment. Knowledge of safeguarding and data protection best practices. Experience with financial management or bookkeeping.

Date of Completion of Job Description:	12 June 2025
Job Description Content Creator:	Gillian Fielder