

Parish Secretary – Oughteragh Drumreilly Lower Parish

Job Description (20 hours per week)

Overview

Oughteragh Drumreilly Lower Parish is seeking a highly organised, professional, and pastoral-minded Parish Secretary to support the day-to-day administration of parish life. Working 20 hours per week, the Parish Secretary ensures the smooth running of the parish office, provides a warm welcome to parishioners, and supports the Parish Priest with essential administrative and financial tasks.

This role suits someone with a strong administration background, excellent communication skills, and a genuine appreciation for parish and community life.

1. Front Office & Pastoral Welcome

- Serve as the first point of contact for parishioners, visitors, and callers.
- Provide a warm, respectful, and pastoral welcome in keeping with the ethos of the Catholic Church.
- Respond to enquiries regarding Mass times, sacraments, funerals, weddings, and parish events.
- Support vulnerable or distressed callers with sensitivity and appropriate signposting.

2. Sacramental Administration

- Maintain accurate and confidential sacramental registers (Baptism, Confirmation, Marriage, Death).
- Prepare certificates and documentation as required.
- Assist families with administrative steps for baptisms, weddings, and funerals.
- Coordinate with the Parish Priest regarding scheduling and required paperwork.

3. Parish Communications

- Draft, edit, and distribute parish notices, newsletters, and announcements.
- Prepare posters, leaflets, and parish-wide communications for events and liturgical seasons.
- Maintain parish website and social media updates where applicable.
- Liaise with local media when necessary.

4. Office & Records Management

- Maintain organised digital and physical filing systems.
- Manage parish correspondence, email inbox, and phone lines.
- Oversee office supplies, equipment, and general upkeep of the parish office.
- Ensure GDPR compliance in all record-keeping and communications.

5. Financial & Administrative Support

- Assist with bookkeeping tasks including recording donations, issuing receipts, and maintaining financial logs.
- Support the preparation of financial reports for the Parish Priest, Finance Committee, and Diocese.
- Preparation of parish accounts, bank reconciliations, VAT returns, charitable donation submissions and payroll.

Accounting ability and qualifications in this area are highly desirable.

6. Support for Parish Priest & Pastoral Teams

- Provide administrative support to the Parish Priest and parish committees.
- Assist with preparation for liturgical seasons (Advent, Christmas, Lent, Easter).
- Coordinate volunteers, rotas, and ministry schedules (readers, Eucharistic ministers, altar servers, cleaners, etc.).
- Help organise parish events, meetings, and community gatherings.

7. Compliance & Safeguarding

- Support the implementation of diocesan safeguarding policies.
- Maintain required documentation for Garda vetting and volunteer compliance.
- Ensure parish procedures align with diocesan and national guidelines.

Skills & Personal Qualities

- Strong administration background with proven organisational ability.
- Excellent written and verbal communication skills.
- Warm, pastoral presence with a genuine respect for parish life.
- Ability to maintain strict confidentiality.
- Competence in Microsoft Office, email systems, and basic digital tools.
- Ability to work independently and manage multiple tasks calmly.
- Familiarity with parish or community-based work is an advantage.

Hours & Reporting

- 20 hours per week, worked across agreed days.
- Based in the parish office in Oughteragh Drumreilly Lower Parish.
- Reports directly to the Parish Priest.
- Occasional evening or weekend hours may be required for parish events.

Mission Alignment

The Parish Secretary supports the mission of the Catholic Church by fostering a welcoming environment, ensuring smooth administration, and helping the parish community flourish in faith, service, and connection.