

### **Job Description**

**Title:** Assistant Secretary: Membership Records

**Definition:** The assistant secretary works with the Pastor (s) and secretary to collect and update membership information in Servant Keeper and produce parish directories.

**Responsible to:** Secretary and Senior Pastor

1. Collect and update membership information in Servant Keeper, including:
  - a. Parish Registry information
  - b. New members
  - c. Baptisms
  - d. Confirmation
  - e. Weddings
  - f. Deaths
2. Produce parish directories
  - a. Produce a yearly parish phone directory with email addresses and home mailing addresses.
  - b. Coordinate a pictorial directory periodically.

### **Compensation:**

1. Receive a monthly payment based upon an hourly wage of 10-20 hours per month.
2. Receive a copy of the Personnel Policies.