



The Catholic Community of  
**St. Luke the Evangelist**  
Archdiocese of Galveston-Houston

**Ministries Secretary**  
**Job Description**  
**Temporary**

Job Title: Ministries Secretary (**Temporary**)  
Reports to: CCFF Director, Youth Director and Adult Ed. Director  
Supervisor Parish Administrator  
Work Schedule: Monday – Friday 9:00 – 3:30 Days and time will change on special events days' i.e. CCE Registrations 30 min Lunch  
Full Time: 30 Hours per Week

Job Description

The position of Ministries Secretary is a Temporary Pastoral Staff position whereby the person assists and supports the directors of ministry, including Continuing Christian Faith Formation for children, Youth Ministry and Adult Formation. This person is ultimately responsible for those areas listed on this description as well as any other items discussed and agreed upon between the various directors of ministry and Pastor. The Ministries' secretary is accountable to the ministries directors; however the position supervisor is the Parish Administrator. This position requires both English and Spanish language skills, both written and verbal. This person must have outstanding phone skills and etiquette and be able to interact well with people.

Key Duties and Responsibilities:

- Answer phones, greet and assist people.
- Prepare Student rosters and maintain attendance records for Faith Formation Children and Youth programs in the parish data system.
- Prepare yearly Faith Formation registration forms.
- Develop calendars, make copies, send letters out, prepare bulletin announcements, print booklets/worship aids, pamphlets etc.
- Maintain records of Invoices, submit vouchers for payment and assist with budget reports
- Record and maintain all sacramental records; supervise the issuing of sacramental records and certificates upon request and notify parishes of Baptism of sacraments that have occurred at St. Luke the Evangelist as noted in the Archdiocesan pastoral Manual.
- Provide certificates for all Sacraments and post in parish record book as well in Parish data base.
- Offer support to all staff working with each Director.

- Other duties as Assigned.

Minimum Qualifications:

Computer Skills required

- A. Microsoft Word
  - B. Microsoft Excel
  - C. Microsoft Publisher
  - D. Logos
1. This is the soft ware required by the Archdiocese of Galveston-Houston.  
Training in how to use this soft ware will be provided if needed.

Interpersonal Skills

- A. Outstanding phone skills and etiquette
- B. Must be able to have flexible hours, especially around the times of CCFF registration, Ministry Fair days and other times to be determined.
- C. Must have excellent inter-personal skills and be comfortable listening and talking with a large variety of people.

**This Job description should not be construed to imply that these requirements are exclusive standards of this position. Incumbents will follow any other related duties may be required by their Director or Supervisor.**

Submit Resume to [parishadministrator@stlukescatholic.com](mailto:parishadministrator@stlukescatholic.com)