

Opening for a Part-time Secretary  
(M thru F at 3-4 hours daily with Sunday 3 hours)

Perform daily secretarial duties:

Answer the phone, open the mail, order supplies (candles/paper), pay weekly and monthly bills, create weekly bulletin and make out schedules, attend council meetings, prepare and organize confidential and sensitive documents, responsible for yearly CSA drive, handle inspections on equipment in buildings, etc. Skills in Microsoft Office, Excel and Parish Data Systems would be helpful.

Count weekly monetary collections:

Responsible for making weekly deposits, posting amounts in chart of accounts, balance bank statement, make up monthly balance sheet on what was taken in and what was paid out, complete yearly fiscal report, create budgets, etc.

Arrange church activities:

Schedule (Mass intentions) for Sunday 10:00 am and weekly Mass, along with Holiday and special events, help members with Weddings, Baptisms and Funerals, be present for those events by opening and closing the church

Interested candidates may send a resume to Diocese of Gary, Attn: Kelly Venegas, 9292 Broadway, Merrillville or email at [kvenegas@dcgary.org](mailto:kvenegas@dcgary.org)