

Parish Secretary

Location: All Saints Parish, Guilford, IN

Schedule: Tuesdays and Fridays 8am-4pm

Posted: April 24, 2025

The primary responsibility of all employees is to support and further the mission of the Church within the Archdiocese of Indianapolis. All Saints is seeking a part-time (16 hrs per week) parish office secretary. This is an onsite role at the St John campus. The Secretaries at All Saints Parish will serve as a welcoming and professional presence for visitors and parishioners, providing essential administrative support to the Pastor and parish staff.

Essential Functions:

Greet and assist visitors and parishioners in a professional manner.

Maintain and update parish records and databases.

Provide administrative support to the Pastor and assist with various parish ministries.

Respond to incoming calls, including those related to urgent pastoral needs.

Coordinate new parishioner registrations and help engage new families.

Position Requirements:

Education & Experience:

Minimum of 3–5 years of office experience with general secretarial responsibilities.

Proficient in Microsoft Word, Excel, Google and parish software systems.

Skills & Abilities:

Strong organizational skills with the ability to manage multiple tasks and meet deadlines.

Excellent interpersonal and communication skills, both written and verbal.

Ability to maintain confidentiality and handle sensitive information with discretion.

Ability to work effectively both independently and in collaboration with staff and volunteers.

Other Requirements:

Willingness to comply with the Archdiocese of Indianapolis Code of Conduct.

Completion of the Archdiocese of Indianapolis Child Safety Training.

Background screening is required.

This position offers an opportunity to contribute to the Church's mission while supporting the dynamic needs of All Saints.

To apply, please send your resume and cover letter to aspparishoffice@gmail.com

Catechesis of the Good Shepherd Assistant

Location: All Saints Parish, Guilford, IN

Schedule: 6 hours per week, weekdays

Posted: April 24, 2025

All Saints is seeking a part-time (6 hrs per week) CGS assistant. This role, under the direction and supervision of our CGS coordinators will support our parish catechetical programs for pre-k through 6th grade located at the St Joseph campus.

Essential Functions:

- Oversee maintenance of atriums.
- Aid in the delivery of our Catechesis of the Good Shepherd program for children as directed by the pastors and coordinators.
- Perform additional duties as needed to ensure the efficient functioning of CGS.

Knowledge, Skills & Abilities:

- Demonstrate familiarity in catechesis content.
- Exhibit strong organizational and planning skills.
- Handle multiple projects and priorities simultaneously.
- Promote and support the Church's mission.

Other Requirements:

Willingness to comply with the Archdiocese of Indianapolis Code of Conduct.

Completion of the Archdiocese of Indianapolis Child Safety Training.

Background screening is required.

This position offers an opportunity to contribute to the Church's mission while supporting the dynamic needs of All Saints.

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