

Diocese of Nashville

<https://dioceseofnashville.com/job/administrative-and-pastoral-assistant/>

Administrative and Pastoral Assistant

Description

The Parish Administrative and Pastoral Assistant is a full-time benefit eligible position. This role provides secretarial and related office support to the clergy and parish community. Responsible for editing the weekly parish bulletin and verbal announcements, Sacramental and census records keeping, and office assistance related to parish committees, Parish Pastoral Council and the Finance Board. This person is expected to connect with parishioners personally and empower them to engage in discipleship. They act with initiative, accountability, and pastoral sensitivity, balancing independence with collaboration under the Pastor's guidance. They enrich the parish community through their ministry while fostering leadership and faith development among staff, volunteers, and parishioners.

Duties and Responsibilities:

Administrative Duties

- Greet visitors and answer phones. Update and maintain voicemail greetings.
- Process incoming and outgoing mail. Prepare parish mailings.
- Add and update parishioner information (census) using PDS/Church Office software.
- Assist with parish outreach. Process parishioner registrations and send "New Parishioner" letters, manage parish Flocknote account and send messages.
- Prepare regular and holy day schedules for Ministers of the Altar (Lectors, Announcers, Eucharistic Ministers, and Altar Servers.).
- Update and maintain parish website and manage website calendar for all parish-related events, Masses, holy days etc.
- Have bulletins and announcements prepared and available in the church for weekend Masses. Upload bulletin to website in .pdf format.
- Prepare collection bags for all weekend or holy day Masses.
- Ensure counters (for collections) have everything necessary upon arrival at the office on Mondays.
- Check Vigil Light coin boxes in the church and empty as needed for counters.
- Oversee inventory of office and maintenance supplies. Place orders as needed upon approval by the pastor.
- Schedule parish facility use and rentals, maintain a calendar of events for staff and tenants, and coordinate the use of parish keys.
- Assist tenants with questions and/or concerns as needed.
- Coordinate Safe Environment program for the parish.
- Attend meetings sponsored by the Diocese of Nashville as needed.
- Maintain Holy Name Facebook account and other social media channels
- In collaboration with the Pastor in strategic planning, budget management, and parish administration.
- Supervise staff and volunteers, serve as a liaison to parish committees
- Perform other duties as assigned by the Pastor

Pastoral Duties

Hiring organization

Church of the Most Holy Name

Job Location

Nashville, TN

Date posted

September 11, 2026

Valid through

11.12.2026

Please submit your application [here](#) in Paylocity.

- The Pastoral Assistant provides support to parishioners in absence of a priest. This may range from:
 - Visitation to the homebound, sick, and those in crisis.
 - Coordinate ministries such as hospital ministry visits and volunteer care teams ensuring compassionate outreach and providing a pastoral presence in the community.
- Assist in planning, preparing and facilitating baptisms, weddings, funerals, RCIA programs and seasonal liturgies, often collaborating with liturgical committees.
- Actively participates in parish events, and social justice initiatives promoting Catholic social teaching and fostering a welcoming, inclusive parish environment.

Education/Skills:

- High school diploma, GED or equivalent.
- Proficiency in using computers and Microsoft Word, Publisher, and Excel.
- Ready to learn in the age of technology
- Good interpersonal skills and a willingness to collaborate with other staff and volunteers on a regular basis.
- Maintain confidentiality and a pastoral nature when assisting parishioners and the public.

Additional Qualifications

- Practicing Catholic in good standing with a deep commitment to the Church's mission.
- Education in Theology, Pastoral Ministry, Religious Studies, or equivalent experience.
- Strong interpersonal, leadership, and pastoral skills, with the ability to collaborate effectively with clergy, staff, and volunteers.
- Ability to provide support to individuals and families.
- Competence in administrative tasks, including program coordination, and staff supervision.
- Flexibility in schedule and willingness to participate in parish liturgies, events, and community activities.

How to Apply

Please submit your application [here in Paylocity](#).