

# Diocese of Nashville

<https://dioceseofnashville.com/job/church-secretary/>

## Church Secretary

### Description

Part-time Church Secretary  
St. Lawrence Catholic Church  
5655 Clarksville Pike, Joelton, TN 37080

Saint Lawrence, a small, growing parish, is seeking a part-time church secretary. This position's primary objectives are to support the operations of the church office, provide administrative support to pastoral staff, and administer processes that allow efficient parish operations.

### Responsibilities

- Greet visitors and answer the church phone, e-mails, and website messages during office hours.
- Maintain current account ledger, record donations, and make payments.
- Prepare financial reports for council meetings.
- Process requests for building access, rentals, and Mass intentions.
- Prepare lector worksheets, announcements, and parish intentions for weekly liturgies.
- Coordinate communication, including:
  - Prepare, post, and print the weekly bulletin
  - Prepare and send weekly email newsletters
- Publicize special events at the church via numerous communication channels
- Make photocopies as needed
- Create and set up Zoom Meetings for the prayer group and committees that meet online.
- Input new parishioners, update existing parishioners in Parish Data System
- Maintain sacramental records
- Keep current certifications for volunteers and employees.
- Support the Pastor in establishing efficient, effective office operations processes.

### Qualifications

- Undergraduate degree with at least 1 year of experience in administrative support, or 5 years of relevant experience.
- Experience with church processes, such as sacraments, liturgies, and parish structure.
- Experience with bookkeeping.
- Proficiency in various computer software programs.
- Ability to work with multiple demands.
- Excellent interpersonal and communication skills
- A willingness to serve others.
- Model integrity and Christian charity to those you serve.

### To apply

Please send your resume and cover letter to [paul\\_nguyen09055@yahoo.com](mailto:paul_nguyen09055@yahoo.com)

### Hiring organization

St. Lawrence Catholic Church

### Job Location

Joelton, TN

### Date posted

September 12, 2025

### Valid through

30.11.2025

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