

Diocese of Nashville

<https://dioceseofnashville.com/job/office-manager/>

Office Manager

Description

Saint John Vianney Catholic Church seeks an Office Manager who serves as church contact, attends to the church office, coordinates parish correspondence, and oversees parish operations in assistance to and under the direction of the Pastor. This is a part-time position with responsibilities including human resources and safe environment. This position is generally on duty Monday through Thursday from 8am to 2:30pm with the occasional evening. This is a full-time benefit eligible position.

Essential duties and Responsibilities include the following:

- General office duties to include but not limited to answering phones, greeting guests, maintaining office supplies, and church related supplies.
- Schedule Lectors, Greeters, Ushers for Sunday or Holy Day Masses
- Provide communication monthly for those volunteers
- Aid Pastor by communicating parishioner needs/requests, as well as reminders of emails that come in for him and to ensure upcoming events are on his calendar.
- Assist Pastor when needed to allow for some flexibility in ministry
- Assist School, Ministry Leaders and Deacons when needed and assisting to promote their events.
- Finance & Parish Council Meetings once a quarter
- Acquire proper paperwork for sacramental events (baptisms, weddings, etc.)
- Update Diocese Register Book information of all (baptisms, 1st Holy Communion, confirmations, marriages, and deaths)
- Coordinate and schedule money counting teams and publish schedules
- Enter all collections into PushPay
- Take deposit to bank
- Email and/or print bills for the Bookkeeper each week
- Take checks to the Post Office each week to be mailed (not in mailbox)
- Coordinate Funeral Information for Mass & Program
- Coordinate Baptism and Wedding Information and materials needed prior to the Service
- Communicate Floral Needs to Vendor for Weekend masses, Advent, Christmas and Easter when changes occur or are not needed
- Coordinate Lector & Lay Eucharistic Ministers schedule and training
- Scheduling Mass Intentions and sending out cards if requested
- Documentation retention

Parish Communications

- Church Facebook & Website Admin
- Weekly email of Parish Events, Announcements & Bulletin
- Create and Print Weekly Bulletin
- Update Vendor/Supply lists
- Update procedures for PushPay and any changes in Documentation book
- Update Parish Sacramental Logs (baptism, 1FC, Confirmation, Death & Marriage Registers) which is reviewed annually by the Dean of the territory
- Send sacramental information to the church of baptism (if not SJV)

Hiring organization

St John Vianney Catholic Church

Job Location

Gallatin, TN

Date posted

April 22, 2026

Valid through

31.07.2026

Interested candidates should submit a current resume and a cover letter expressing their interest in this position by clicking [here to apply through Paylocity](#)

Facility Coordinator

- Keep the Parish Calendar updated
- Strive to communicate to all that are affected or head of upcoming event/service
- Link all that are affected by each event to that scheduled day via calendar &/or email
- Make sure the facilities are ready for the next event or school day (coordinate cleaning company & set up/tear down volunteer)
- Oversee Facilities to see what additional work or service needs to be done and then scheduling maintenance volunteers or commercial companies to fulfill those needs

Service & Maintenance Scheduler

- Contact and Schedule vendors or repair/maintenance companies when needed
- Get quotes for services needed before presenting to priest or Diocese
- Get new quotes every 2 years to update contracted work (one from current service provider and at least 2 new ones to be compared by Finance Board & Father)
- Schedule Annual Equipment inspection, Repair/Maintenance each Summer when school is out. which would include the Ice Machine, Grease Traps, Floor Maintenance School & Social Hall, A/C, Boiler and Fire Extinguisher

Safe Environment Coordinator

- Coordinates Safe Environment training, background checks and compliance

Education and/or Experience

- Must have high school diploma or the equivalency.
- Preference for candidate with prior experience in parish ministry.

Additional Skills or requirements

- Models a lifestyle that is consistent with the teachings of the Catholic Church and a positive attitude toward the Church.
- Willing to be available on some evenings or weekends occasionally.
- Excellent interpersonal skills for interacting with pastor, staff, and volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Regular work attendance.

How to Apply

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