

Diocese of Nashville

<https://dioceseofnashville.com/job/parish-coordinator-2/>

Parish Coordinator

Description

RATE: Hourly; approximately 24 hours per week (20 onsite Tues-Fri; 4 remote)

Location: St Patrick Catholic Church, 1219 2nd Ave S, Nashville, TN 37210

Roles: Parish Coordinator; Director of Religious Education; Safe Environment Coordinator

PARISH COORDINATOR RESPONSIBILITIES:

- Triage, response, and redirection of incoming phone and email messages
- Maintain parish sacramental records and request needed records from other parishes
- Prepare and send end-of-year tax statements
- Scheduling for parish facilities usage
- Annual reporting to the diocesan chancellor for the Official Catholic Directory
- Coordinate wedding planning, contracting, and scheduling
- Coordinate funeral planning and scheduling
- Assist parish groups with communication and parish events
- Maintain schedule of collection counters and set up for weekly counting
- Maintain Our Sunday Visitor file, with online giving and envelopes
- Maintain Parish Data System records, including collection information
- Maintain online giving and interface exports with PDS
- Provide monthly online fees to Bookkeeper
- Register new parishioners and send welcome packets
- Maintain and properly record regular auto drafts and payments for utilities, etc.
- Maintain Tennessee Register records
- Attend Parish Pastoral Council and Finance Council Meetings
- Order parish calendars from Catholic Extension Society
- Order Christmas and Easter flowers, and other altar flowers as needed
- Meet regularly with Insurance Risk Management inspectors
- Help organize and execute parish-wide events
- Purchase and maintain office supplies, including copier and postal machine
- Order cleaning supplies for church cleaner and Women's Auxiliary
- Maintain TN Certificates of Tax Exemption
- Maintain required permits for elevator and alarm system
- Maintain and curate parish historical archive materials and respond to requests
- Coordinate regular pest control services
- Other duties as assigned from time to time
- Produce, print, and distribute weekly parish bulletin
- Maintain, update, and enhance parish website
- Curate regular email and parish app communications
- Maintain parish's online and social media presence
- Maintain and schedule Mass intentions
- Regularly (2/3x weekly) clean up parish property from accumulated trash
- Pro-actively improve parish surroundings through regular clean-up, organization, etc.
- Organize occasional production of parish photo directories

Hiring organization

St. Patrick Church

Job Location

Nashville, TN

Date posted

June 13, 2025

Valid through

31.09.2025

To apply, please upload a cover letter and professional resume to [ST PATRICK CHURCH - Parish Coordinator Application](#)

- Serve as point person for troubleshooting and parish-related requests and concerns
- Other duties as assigned

SAFE ENVIRONMENT COORDINATOR RESPONSIBILITIES:

- Represent St. Patrick at diocesan trainings
- Maintain Safe Environment training and compliance for the Parish

DIRECTOR OF RELIGIOUS EDUCATION RESPONSIBILITIES:

- Order resources for Lent and Advent, and other devotionals
- Supervise and ensure successful completion of all religious catechesis for students
- Assist parish clergy with sacramental preparation (baptism, marriage, RCIA)
- Begin recruitment and training of catechists for possible future RE expansion
- Foster, promote, and support small faith/service groups within the parish

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