

Diocese of Nashville

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

Parish Coordinator

Description

The Parish Coordinator is one of the first points of contact for parishioners, visitors, and outside organizations. The Parish Coordinator manages room scheduling and space rentals and collaborates closely with staff and ministry leaders to coordinate parish events. This includes maintaining the master parish calendar, assisting with logistics and communication for church-wide events, and supporting volunteer committees to ensure that parish events are well-executed and foster community engagement. The Parish Coordinator also maintains Safe Environment training and compliance.

The Parish Coordinator is responsible for performing a variety of administrative tasks to support the efficient operations of the church and parish life. They must exhibit exceptional organizational and problem-solving skills, attention to detail, and the ability to multitask effectively—all while operating with excellence, remaining zealous, humble, and faithful to the mission, and being rooted in prayer.

Responsibilities:

The Parish Coordinator has responsibilities which include, but are not limited to:

- Triage, response, and redirection of incoming phone and email messages
- Maintain parish sacramental records and record requests from other parishes
- Scheduling for parish facilities usage
- Annual reporting to the diocesan chancellor for the Official Catholic Directory
- Coordinate wedding planning 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 physical key access and coordination
- Register new parishioners
- Attend Parish Pastoral Council and Finance Council Meetings
- Meet regularly with Insurance Risk Management inspectors
- Help organize and execute parish-wide events
- Purchase and maintain office supplies
- Order cleaning supplies
- Maintain TN Certificates of Tax Exemption

Hiring organization

St. Martha's Catholic Church

Job Location

Ashland, TN

Date posted

January 12, 2026

Valid through

12.04.2026

Interested applicants can contact
Fr. Benjamin Butler at
615-541-5061 or
fr.butler@stmarthas.org.

- Coordinate regular pest control services
- Produce, print, and distribute the weekly parish bulletin
- Maintain, update, and enhance the parish website
- Curate regular Flocknote email communications
- Maintain parish's online and social media presence
- Maintain and schedule Mass intentions
- Proactively improve parish surroundings through regular clean-up, organization, etc.
- Organize the production of parish photo directories
- Other duties as assigned

Safe Environment Responsibilities:

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

Minimum Qualifications

- High School diploma or equivalent.
- The ideal candidate should be a fully initiated and practicing Catholic with secretarial experience and a good working knowledge of general office practices and procedures.
- The candidate should be both knowledgeable and faithful to the teachings of the Church.
- The candidate needs excellent verbal, written, and computer skills and working knowledge of computer applications, including Google Admin, Word, Adobe, and Excel, and the ability to master other applications, as needed.
- Possess strong organizational and multitasking abilities.
- Ability to communicate clearly and concisely.
- Ability to understand and follow established operating procedures and to perform duties in a professional manner and appearance.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit accurate, dependable, and reliable work habits, be able to work independently and efficiently, be detail-oriented oriented and possess excellent problem-solving skills.
- Knowledge and ability to practice excellent customer service skills.

To Apply

Interested applicants can contact Fr. Benjamin Butler at 615-541-5061 or fr.butler@stmarthas.org.