

Diocese of Nashville

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Ministry, Facilities and Events Coordinator

Description

Ministry, Facilities & Events Coordinator
St. Matthew Catholic Church
Franklin, TN

The Ministry, Facility and Event Coordinator is responsible for the overall development and direction of the parish outreach and service ministries, the coordination of parish and ministry events, as well as the maintenance of the parish facilities scheduling.

Ministry Responsibilities

- Promote additional opportunities for parishioners to become involved in ministry.
- Act as Staff Liaison, working with the ministry leaders and advocating for their continued health and growth.
- Attend various ministry meetings as needed to form relationships so as to assist cohesive efforts among the group of ministries.
- Assist Art & Environment ministry with seasonal liturgical changes in regards to decorations.

Facilities Responsibilities

- Maintain and assist in the development and implementation of the master schedule for events and meetings for church, office and ministries.
- Coordinate logistics for scheduling and usage of all spaces at church and school. (Including set ups and tear downs).
- Coordinate key and fob usage and sign outs to church staff and ministries.
- Program, schedule, coordinate door access control software for church and some school events/meetings.
- Schedule heating and cooling system for the church, narthex and chapel.
- Coordinate closet/storage usage by church and school.
- Serve as liaison between church and SFM. Coordinate custodial needs for church areas, and all church events and meetings.
- Report minor repair or maintenance issues through work order system to SFM.
- Maintain /order supplies for the church office and rectory.
- Obtain and maintain Certificates of Insurance for non-church, non-school group usage of fields and facility.
- Coordinate and execute rental of Cohan Hansom Building and the PCC room for receptions.
- Coordinate the summer cleaning schedule with Schools Facility Management team.

Event Responsibilities

- Familiar with planning both large and small events, developing creative set-ups and working within a budget.
- Assist in organizing and executing annual parish events, including but not limited to Christmas Party, Church Picnic, Feast Day, Ministry Fair, New Member socials, Priest Dinners, etc.

Hiring organization

St. Matthew Catholic Church

Job Location

Franklin, TN

Date posted

November 7, 2024

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume with cover letter indicating salary history to: lholt@stmatthewtn.org

- Organize and execute after Mass welcome events such as Community Sunday.
- Order and stock supplies for church meetings and events (cups, napkins, plates, etc.)

Qualifications

- Knowledge and understanding of the Catholic Church and its mission.
- Excellent computer skills and ability to learn specialized programs (Planning Center and PDK).
- Self-directed and organized, able to identify needs and find resources. Able to work a flexible schedule, to include some nights and weekends.
- Able to demonstrate active follow-up, manage deadlines and budgets.
- Help promote a warm, welcoming, positive and cheerful environment for parishioners and staff.
- Professional demeanor and excellent interpersonal relationship skills.

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