

Diocese of Nashville

<https://dioceseofnashville.com/job/sacramental-registrar/>

Sacramental Registrar / Admin Assistant

Description

Saint Rose of Lima in Murfreesboro, Tennessee seeks qualified candidates for Sacramental Registrar/Administrative Assistant. Reporting to the Church Office Manager this position is responsible for the upkeep of sacramental records, administrative functions, assisting with parish communications, the related processes and systems for the Parish, as well as general office duties. Requires significant interaction with Saint Rose parishioners and other parishes. This position is full-time Monday through Friday, non-exempt, working 37.5 hours per week.

Principal Duties and Responsibilities

- Religious Education Registration and tracking
- Coordination of weddings, funerals, and baptisms
- Recording of Sacraments, sending of notifications to other parishes
- OCIA administrative tracking
- Facility scheduling
- Assist with Parish communications
- Answering of phones and general office duties
- Other pertinent duties as needed.

Qualifications:

- High School degree required, Bachelor's degree preferred. Prior experience working in a Catholic parish or school setting is helpful, as is strong knowledge of the Catholic Church.
- Competent use of the English language required, Spanish language skills beneficial.

Other Skills Required:

- Demonstrated experience in an office setting with the ability to multitask and work in a busy environment.
- Ability to maintain confidentiality.
- Knowledge of the sacraments of the Catholic Church.
- Excellent written and oral communication, interpersonal skills, and public relations skills.
- Competence in the use of various computer software programs (including Microsoft Office Suite, including Word, Publisher, Excel, and the related Google programs); ability to learn custom church software (i.e., ParishStaq, PushPay, ChMS) necessary.
- Dependable, highly organized, exhibits attention to detail, and can work independently.
- Successful completion of parish Safe Environment program
- Typing/keyboarding skills of at least 50 wpm.

To Apply

Interested candidates [should submit a resume and application on Paylocity \[CLICK Here\]](#).

Hiring organization

Saint Rose of Lima

Job Location

Murfreesboro, TN

Date posted

June 9, 2026

Valid through

04.09.2026

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