

Diocese of Nashville

<https://dioceseofnashville.com/job/church-secretary/>

Church Secretary

Description

Part-time Church Secretary
St. Lawrence Catholic Church
5655 Clarksville Pike, Joelton, TN 37080

Saint Lawrence, a small, growing parish, is seeking a part-time church secretary. This position's primary objectives are to support the operations of the church office, provide administrative support to pastoral staff, and administer processes that allow efficient parish operations.

Responsibilities

- Greet visitors and answer the church phone, e-mails, and website messages during office hours.
- Maintain current account ledger, record donations, and make payments.
- Prepare financial reports for council meetings.
- Process requests for building access, rentals, and Mass intentions.
- Prepare lector worksheets, announcements, and parish intentions for weekly liturgies.
- Coordinate communication, including:
 - Prepare, post, and print the weekly bulletin
 - Prepare and send weekly email newsletters
- Publicize special events at the church via numerous communication channels
- Make photocopies as needed
- Create and set up Zoom Meetings for the prayer group and committees that meet online.
- Input new parishioners, update existing parishioners in Parish Data System
- Maintain sacramental records
- Keep current certifications for volunteers and employees.
- Support the Pastor in establishing efficient, effective office operations processes.

Qualifications

- Undergraduate degree with at least 1 year of experience in administrative support, or 5 years of relevant experience.
- Experience with church processes, such as sacraments, liturgies, and parish structure.
- Experience with bookkeeping.
- Proficiency in various computer software programs.
- Ability to work with multiple demands.
- Excellent interpersonal and communication skills
- A willingness to serve others.
- Model integrity and Christian charity to those you serve.

To apply

Please send your resume and cover letter to paul_nguyen09055@yahoo.com

Hiring organization

St. Lawrence Catholic Church

Job Location

Joelton, TN

Date posted

September 12, 2025

Valid through

30.11.2025

To apply please send your resume and cover letter to paul_nguyen09055@yahoo.com