

## **Our Lady of the Lake Catholic Church Job Description**

**Job Title:** Parish Coordinator  
**Reports to:** Director, Parish Life & Evangelization  
**FLSA Status:** Non Exempt – Part Time 16-20 hours/week

**Prepared Date:** 6/9/2025

**Approved By:**

**Approved Date:**

---

### **SUMMARY**

Our Lady of the Lake Catholic Church has a welcoming, family-focused culture, and the Parish Coordinator is one of the first touch points for parishioners, visitors, and outside organizations looking to rent one of our spaces, schedule a room, or inquire about parish activities within our church. The Parish Coordinator therefore plays a crucial role in ensuring a welcoming and organized atmosphere within our church offices.

In addition to managing room scheduling and space rentals, the Parish Coordinator also 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 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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

#### **Maintain Church Schedule/Calendar**

- Coordinate and schedule the use of church facilities (church hall, classrooms, meeting rooms, outdoor spaces) for liturgical events, sacramental celebrations, church groups, ministries, and external rentals as permitted.
- Meet with prospective clients to showcase church halls for rental, clearly presenting pricing, options, and amenities, highlighting the space's features, and facilitating the rental agreement process.
- Collaborate closely with the church staff and ministry leaders to anticipate and accommodate church needs.
- Prevent conflicts by maintaining a centralized, accurate, and up-to-date master calendar; communicate calendar updates regularly to all stakeholders.

- Balance priorities between pastoral, liturgical, and community-building events in line with church's mission and vision.
- Support the communication team in publicizing key events and maintaining visibility of major church happenings.

### **Schedule and Maintain Church Lock System**

- Administer access control to all church facilities via electronic lock systems; maintaining access permissions.
- Coordinate lock and access schedules for recurring events, one-time rentals, and special occasions, ensuring that facilities are accessible when needed and secure at other times.
- Monitor and manage the door locking system in collaboration with the facility manager; promptly report and address any concerns or system malfunctions.
- Serve as the primary point of contact for staff, ministry leaders, and vendors regarding facility access needs and questions.
- Provide orientation and training to new staff, volunteers, and ministry leaders on facility access protocols.

### **Parish Events**

- Plan, organize, and execute key church-wide events (e.g. Christmas Coffeehouse, Patronal Feast Day, Mardi Gras/Big Band Dance, Oktoberfest), working with staff, volunteers, and external vendors.
- Develop event plans and timelines, ensuring alignment with the church calendar and liturgical year.
- Establish and manage event budgets in consultation with the Directors of Parish Life & Evangelization and the Finance and Operations; secure necessary approvals and ensure responsible stewardship of church resources.
- Coordinate with and support volunteer committees to assist with event planning and execution; provide guidance, tools, and logistical support to empower volunteer success.
- Oversee logistical details such as facility setup, vendor coordination, catering, decor, safety, and cleanup, ensuring that all events are welcoming, high-quality, and aligned with the church's Catholic identity.
- Collaborate with the communications team to promote events effectively across church platforms (bulletin, website, email, social media).
- Conduct post-event evaluations to capture lessons learned and continually improve church event offerings.

### **Wedding Coordination**

- Serve as the primary liaison between the parish and the wedding party, ensuring smooth and reverent execution of all wedding-related events. Responsibilities include confirming rehearsal and ceremony schedules with the wedding party and the Director of Music & Liturgy, communicating church policies and guidelines to couples and their families, assisting clergy and the wedding party with logistical needs, and being present or on-call during rehearsals and wedding days to address last-minute concerns. This role ensures that each wedding aligns with the parish's sacramental standards while also supporting a joyful and organized celebration for the couple and their guests.

### **Funeral Coordination**

- Provide compassionate support to grieving families before, during, and after funeral services. Assist with logistical tasks such as preparing the sanctuary, greeting and guiding guests, coordinating with clergy and liturgical ministers, and ensuring the family's needs are met with sensitivity and professionalism. Remain present and available throughout the service to handle unexpected needs or concerns, offering both practical and emotional support to families during this difficult time.

### **Safe Environment**

- Develops, implements, and monitors safe environment training programs for clergy, employees, and volunteers.
- Coordinates initial and ongoing training sessions (e.g., VIRTUS or similar programs).
- Ensures age-appropriate training is provided to children and youth in religious education and school settings.
- Ensures church or diocesan compliance with diocesan safe environment policies and procedures.
- Conducts internal audits or prepares for external audits (e.g., from the USCCB or diocese).
- Maintains accurate records of training, screening, and signed acknowledgement forms.
- Communicates policy updates and ensures church-wide understanding and adherence.
- Maintains confidentiality and proper documentation of reports.
- Serves as a resource to clergy, staff, parents, and volunteers regarding safe environment concerns.
- Responds to inquiries about training, screening, and policy matters.
- Attends regular training or update meetings from the diocese or USCCB regarding child protection and safe environment protocols.

### **Other Duties**

- Serve as a back-up to the church receptionist when the receptionist is on. Duties to be performed during this time include but are not limited to the following:
  - Greet visitors and direct them appropriately
  - Answer, screen, and route incoming phone calls
  - Take and record Mass intentions
  - Maintain a tidy and welcoming reception area

### **Minimum Qualifications**

- High School diploma or equivalent.
- The ideal candidate should be a fully initiated and practicing Catholic with a minimum of two years of secretarial experience with excellent secretarial and organizational skills and a good working knowledge of general office practices and procedures and administrative capabilities is preferred for this position.
- 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 Forms, Outlook, 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.
- Bilingual, Spanish and English preferred but not required.

- Ability to understand and follow established operating procedures and to perform duties in a professional manner and appearance.
- Ability to make independent and good judgment decisions within the established procedures of the Roman Catholic Church, Diocese of Nashville and Our Lady of the Lake Catholic Church.
- 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 detailed oriented and possess excellent problem-solving skills.
- Knowledge and ability to practice excellent customer service skills.

## **WORKING ENVIRONMENT**

- Office environment
- Extensive contact with the public
- Job functions may require prolonged periods of sitting; climbing stairs; walking on uneven ground; reaching or kneeling; extensive use of computer keyboard; lifting up to 40 pounds
- Will include occasional evening or weekend events

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Occasionally, the position requires driving to take youth members to off-site activities. Some lifting of supplies or equipment may occasionally be required, not exceeding 40 pounds.

## **JOB EVALUATION**

The Church Coordinator is hired by the Pastor in consultation with the Director of Church Life and Evangelization. Performance will be reviewed after three-month of the initial probationary period and again at six months; after the first year, performance evaluations are performed on an annual basis.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_