



DIOCESE OF DALLAS

PASTORAL CENTER		JOB DESCRIPTION	
Position Title: Safe Environment Coordinator and Parish Database Assistant		Department: Business Administration	
Reports to: Parish Business Manager		Date: July 2026	
Classification: ☐ Exempt ☒ Non Exempt (Hourly) ☐ Non Exempt (Salaried)			

Position Summary

The Safe Environment Coordinator and Parish Database Assistant is responsible for overseeing the implementation of the Diocese of Dallas Safe Environment Program at the parish level while maintaining the integrity and accuracy of the parish membership and sacramental records database. This position ensures compliance with diocesan policies for the protection of minors and vulnerable adults and provides administrative support for parish records, membership, and contributions through the Parish Data System (PDS). The coordinator works closely with parish staff, volunteers, and diocesan offices to maintain accurate records, support parish communication, and assist the Parish Business Manager with membership and contribution data management.

Essential Duties and Responsibilities

Safe Environment Coordination

- Coordinate and administer all aspects of the Diocese of Dallas Safe Environment Program within the parish.
- Ensure completion and documentation of Safe Environment requirements including training, criminal background checks, interviews, and reference checks for parish employees and volunteers.
- Track and coordinate required Safe Environment training and biennial background checks for all clergy, staff, and volunteers and organize and facilitate Safe Environment training for youth volunteers (ages 13–18) involved in parish programs.
- Maintain and update records within the VIRTUS Safe Environment database.
- Serve as the parish liaison for diocesan Safe Environment audits and compliance reviews, participate in Diocesan Safe Environment meetings and maintain communication with the Diocesan Office for Safe Environment.
- Ensure compliance with all diocesan and legal requirements for reporting suspected abuse involving minors or vulnerable adults.

Parish Records, Registrar & Membership

- Assist with maintaining accurate sacramental records in PDS and official parish registers for Baptism, First Holy Communion, Confirmation, Marriage, and Death; includes marriage documentation, including copying certificates, filing prenuptial documentation, and submitting signed marriage certificates to the State of Texas, and the annual baptismal record reports to the Diocese of Dallas Archives.
- Assist with the preparation of official parish documentation including: letters of membership and good standing, sacramental verification letters and affidavits as requested
- Assist with entering new parish registrations received online, in person, or by mail, with maintaining the parish membership database including address, phone, and email updates and with maintaining and updating of the parishioner email lists and contact information, and with follow-up with parishioners regarding incomplete registrations or changes in membership status.

Contributions & Parish Data Management

- Assist with the maintaining of contribution records within PDS, managing envelope mailing lists, and communicate updates to the envelope vendor on a regular schedule, entering of online donations and recurring contributions into PDS, managing ACH and recurring electronic giving updates through the parish giving platform, with the generation of weekly contribution reports and distribute to parish ministries as needed; may include the preparation and distribution of the annual contribution statements to parishioners, maintaining and establishing new annual contribution funds within PDS each calendar year and with the printing and filing of weekly contribution reports for reconciliation with parish accounting.

Position Requirements

Knowledge, Skills, and Abilities

- **Bilingual English and Spanish required.**
- **Ability to train volunteers and staff in Safe Environment requirements in both English and Spanish.**
- Practicing Roman Catholic with understanding of the mission and teachings of the Catholic Church, including the ability to maintain strict confidentiality and handle sensitive information responsibly.
- Strong organizational skills with the ability to manage multiple priorities and deadlines, collaborate effectively with parish staff, volunteers, and diocesan offices.
- Strong written and verbal communication skills.

Preferred Qualifications

Proficiency in Microsoft Office and general computer systems including file management, spreadsheets, and database software; experience using Parish Data System (PDS) or similar parish management software preferred.