



# HOLY CROSS CATHEDRAL

*Everything we do is to lead people into a growing relationship with Jesus Christ*

## **Pastoral Care Administrator**

**Hours:** Part-Time (7 hours weekly), mostly remote.

**Position Description:** As the Pastoral Care Administrator, you will join in the mission of the church by using your gifts of administration to ensure that essential pastoral care is provided to the congregation. You will serve as the hub for the flow of information related to pastoral care needs and will deploy others to meet those needs. You will regularly call and email those receiving pastoral care to check-in and gather updates. You will help deploy the clergy and lay ministers to do their work in caring for the church. You will develop and maintain systems to keep track of pastoral needs and how we are able to meet them.

**Essential Responsibilities:** As the PCA you will:

- *Confidentially*, prayerfully and lovingly receive pastoral care needs and communicate those needs to the appropriate member(s) of the pastoral care team
  - This includes being willing and able, when appropriate, to pray with those sharing pastoral needs
- Maintain pastoral care software
- Serve as the pastoral care hub for the flow of information
- Maintain the prayer warriors email list and communicate prayer needs to them
- Work with the clergy and lay ministers to make sure that appropriate visitations and calls are made in a timely manner
- Call and email parishioners as needed

**Personal Qualifications:** The PCA will have a deep trust in God, godly character, and a love for God's people:

- An ever-growing relationship with Jesus Christ
- Faithful prayer (Luke 10:2)
- Humble leadership (Philippians 2:3; Colossians 2:12)
- Gifts of administration (1 Corinthians 12:28; see also Acts 6:1-7)

**Compensation:** This is a part-time position, mostly remote, 7 hours per week. Compensation is available upon request.

**Sounds interesting? Here's how to apply:** Interested candidates should email the following information to [employment@hcanglican.org](mailto:employment@hcanglican.org).

- Resume
- Two references, preferably from employers and/or spiritual leaders
- A brief answer to the following: "As you explore this position and Holy Cross Cathedral, what is especially appealing to you? What is it that most connects with you and leads you to desire to apply for this position?"

**Holy Cross Cathedral**  
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