



HOLY CROSS CATHEDRAL

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

Parish Administrator

Hours: Part-Time (30 hours weekly)

Position Description: Recognizing that administration is a specific role mentioned in the Bible (1 Cor. 12:28) appointed by God for service in the church, the Parish Administrator will use those gifts to support the ministry of Holy Cross. The Parish Administrator will manage the myriad aspects of running of the church office, will interact lovingly with members of the congregation, and will support the staff, especially the Dean.

Essential Responsibilities: As the Parish Administrator you will:

- Manage all aspects of the office, including volunteers and office staff, providing a well-run and orderly execution of the administrative and operational tasks needed for church ministries; including but certainly not limited to:
 - Work closely with the Dean and help him as an assistant
 - Work with the Church Warden and maintenance staff for the upkeep of the facilities
 - Coordinate church calendar and facility use
 - Liaise with contractors
 - Oversee church communication

Personal Qualifications: The Parish Administrator 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)

What to Expect: This is a great place to work and worship and grow, and we look forward to having you serve on the team. You'll improve on what you're good at, discover things that you're not good at, and gain insights you hadn't known about yourself. You'll have a team that will cheer you on, support you, and occasionally say just the wrong thing at just the wrong time. We're far from perfect. You'll have hard conversations that shape you more into the image of Jesus. You'll experience ministry disappointments and yet see God sustain you for the wonderful calling of serving his people. You'll be called upon to model reconciliation with those who cause pain. You'll be expected to learn humility—the

hard way. You'll lose sleep because of how much you care for hurting people. You'll be loved. You'll be challenged to grow and love Jesus more. You'll eventually leave your time at Holy Cross different than you enter—hopefully, more like Jesus and more committed to his church, and probably with some battle scars. Just being honest...

Compensation: This is a part-time position, 30 hours per week. Compensation is available upon request. Benefits as per church policy.

Sounds interesting? Here's how to apply: Interested candidates should email the following information to 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
3836 Oak Grove Rd., Loganville, GA 30052
770-466-2888 | www.hcanglican.org