



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

## **Parish Administrator**

**Hours:** Part-Time (30 hours weekly)

**About Holy Cross Cathedral:** Holy Cross Cathedral is the cathedral parish of the Anglican Diocese of the South, part of the Anglican Church in North America. We are a welcoming and vibrant community committed to leading people into a growing relationship with Jesus Christ through worship, discipleship, and service. Our mission is rooted in the historic Christian faith, expressed in the beauty of Anglican tradition, and lived out in love for our neighbors and the world God has called us to reach.

**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 daily operations in the church office, will interact lovingly with members of the congregation, and will support the staff, especially the Dean/Rector.

**Essential Responsibilities:** As the Parish Administrator you will:

- Manage all aspects of the church 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 provide administrative and scheduling assistance
- Work with the Church Warden and facilities staff for the upkeep of the campus
- Coordinate church calendar and facility use
- Liaise with contractors and vendors
- Oversee church communication (website, newsletter, printed materials, social media)

**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 3:12)
- Gifts of administration (1 Corinthians 12:28; see also Acts 6:1-7)

**Professional Requirements:** The Parish Administrator will have:

- Bachelor's degree in Business Administration, Communications, or a related field preferred, or equivalent relevant experience
- Previous experience in administrative roles, preferably in a church or nonprofit setting
- Strong organizational skills with the ability to manage multiple tasks, prioritize work, and meet deadlines
- Proficiency with office software and communication tools (e.g., Microsoft Word, Excel, Outlook, and basic database or church-management systems)
- Excellent written and verbal communication skills with attention to detail
- Ability to maintain confidentiality and use sound judgment when handling sensitive information
- Demonstrated ability to work collaboratively with clergy, staff, volunteers, and parishioners
- Ability to learn new systems and adapt to evolving administrative needs
- Must successfully complete a background check

**What to Expect:** What to Expect: Holy Cross is a place to work, worship, and grow. 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. Your time here will shape you—and we pray you leave more like Jesus, more committed to His Church, even if with a few “holy 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 **Canon Sean George**, [sean@adots.org](mailto:sean@adots.org)

- Resume and Cover Letter
- Three references, preferably from employers and/or spiritual leaders

**Holy Cross Anglican Cathedral**

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