



Cathedral Administrator

Job Overview

The Cathedral Administrator fulfills the Cathedral's vision by supporting the various ministries of the church through office management, ministry administration, and weekly communications.

Church Overview

The Cathedral Church of St Luke and St Paul is a vibrant Anglican Church that seeks to be the heart of God in the heart of downtown Charleston, SC. We are a gospel-centered, missional, liturgical, multi-generational church whose mission field is the rapidly changing and post-Christian center of our region. Our values of Common Prayer, Common Life, Common Grace, and Common Good are shared by all and express themed in community in the normal, mundane regular rhythms of our daily lives. The Cathedral Church of St Luke and St Paul is an Anglican church in the heart of Charleston, South Carolina. The church is situated at the center of the sectors of food/beverage, education, shopping, tourism, and medicine for the city of Charleston. Though the church is over 200 years old, it has transformed into a youthful, multi-generational community. As an Anglican church, we are established on the foundation of Jesus Christ, rooted in the authority of the Scriptures, and draw from the Great Tradition of the church. But we are also a people who pursue justice and mercy for the sake of our neighbors and city. Our hope is that this role will help us continue to reach the many professionals, students, families, and retirees that live within walking/biking/driving distance of the church.

Roles and Responsibilities

- Manage Cathedral Office
 - Serve as first point of contact for the Cathedral via office, phone, and email.
 - Process mail, paperwork, and maintain office supplies.
 - Maintain welcoming and professional environment in church building.
- Provide Administrative Support
 - Produce printed materials for Sundays and various ministries and events.



- Schedule and assist for special events (weddings, baptisms, concerts)
- Manage ongoing church events including registration, communication, and setup.
- Manage church calendar.
- Develop administrative processes and policies that increase effectiveness and efficiency (wedding and events).
- Manage Event/Wedding Contracts, Membership Transfers, Parking/Building Leases, Graveyard Plots, Maintenance Contracts.
- Provide support for all Sunday services and events.
- Manage Planning Center volunteers and communicate for Sunday worship.
- Provide support for Dean's calendar and communication.
- Execute Weekly Communications
 - In conjunction with Hunter Myers, plan and execute communications via E News, Announcement Sheet, and Monthly Event Sheet.

Qualifications

- Demonstrates a rooted faith in Christ
- Displays alignment with and excitement for our vision and values.
- Team player and leader with a passion for excellence and attention to detail
- Proficiency with (or ability to quickly learn) Planning Center and MailChimp
- Have a minimum of a Bachelor's degree or similar ministry experience.

Hours

- 20-25 hours/week depending on qualifications and abilities
- Given the nature of ministry, this position can be tailored to fit the right individual, including the ability to work from home part of the time.

Salary | Status | Reporting | Start Date

Salary – Based on experience and education

Reporting – This position will report to the Associate Rector

Start Date – Immediately



**CATHEDRAL
CHURCH OF**
SI LUKE & SI PAUL

Application

Please forward your résumé with cover letter to patrick@your-cathedral.org.