

Vacancy: Parish Operations & Church Secretary
St Michael's Anglican Church Bryanston

St Michael's Anglican Church Bryanston is seeking a warm, professional, organised, and servant-hearted individual to join the parish team as Parish Operations & Church Secretary. This role is far more than a traditional administrative position. The successful candidate will serve as a key point of contact for parishioners, visitors, clergy, ministry leaders, and families during important life moments including baptisms, weddings, funerals, and pastoral engagements. The role requires strong administrative competence, emotional intelligence, professionalism, confidentiality, attention to detail, and the ability to create a welcoming and Christ-like environment within the parish office and broader church community.

Candidates should have previous administrative or office coordination experience, strong communication and organisational skills, proficiency in Microsoft Office, and the ability to work professionally under pressure while managing multiple priorities. Applicants must be baptised, church-going Christians, with preference given to candidates familiar with Anglican traditions and church structures. To apply, please submit your CV together with a 1-minute introductory video telling us about yourself, your experience, and why you believe you would be suitable for this role. Applications should be emailed to info@hesedconsulting.co.za. The recruitment process will include CV and video screening, followed by a practical case study assessment and thereafter a panel interview for shortlisted candidates. Closing date for applications: Sunday, 7 June 2026.