

St. James Episcopal Church, Woodstock VT  
Parish Administrator

St. James is hiring a parish administrator to work 15-18 hours per week.

The parish administrator is a vital part of the staff. S/he supports all aspects of the “behind-the-scenes,” daily operations of St. James, interfacing with the rector, other staff members, parishioners, and the public. The successful candidate is good with people, able to adapt to circumstances which can change quickly, willing to learn new things, has good computer skills, and works well on a team.

Per the policy of the Episcopal Diocese of Vermont, the successful candidate must pass a background check and complete Safe Church training.

**KEY RESPONSIBILITIES:**

- general clerical tasks, such as answering phones, copying, preparing mailings, and ordering office, janitorial, and worship-related supplies
- maintains master calendar of worship services and events
- supports lay leader(s) in scheduling participants such as readers and acolytes
- supports the Rector and Director of Music in preparing worship materials weekly, as well as for “special” services, to include funerals, weddings (on the request of the couple), Christmas, and Holy Week/Easter.
- assists in maintaining parish website and social media
- serves as staff liaison to the Communications Team
- interfaces with vendors, e.g., for office supplies, building maintenance, alarm systems
- processes requests for weddings and building use by outside groups, in consultation with the Rector
- other tasks as needed

**KEY SKILLS:**

- Computers: Microsoft Office, website, and database management (we will train on the church’s specific systems). Knowledge of QuickBooks and graphic design is a plus.
- Exercising discretion in dealing with sensitive information.
- Knowledge of the Episcopal Church’s worship and governance practices is not necessary – we will teach – but is very helpful.

Compensation: \$22.50 - \$25/hour, depending on experience. 2 weeks’ paid vacation and sick leave. The position is not eligible for other benefits.

To apply, please send a cover letter, resumé, and the application form below to the Rev. Amy Spagna at [aspagna@stjameswoodstock.org](mailto:aspagna@stjameswoodstock.org). Hard copies can also be mailed to the church: 2 St. James Place, Woodstock, VT 05091. The position is open until filled. No calls, please.

**St. James Episcopal Church**  
**2 St. James Place**  
**Woodstock, Vermont 05091**

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
   ☐      ☐

### **Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### **Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*I understand that, if I am offered employment, in accordance with policies of the Episcopal Diocese of Vermont, I will be required to pass a background check and complete training on Safe Church misconduct prevention practices.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_