

St. James Episcopal Church, Woodstock VT
Parish Administrator

St. James is hiring a parish administrator to work 16-18 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. 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: _____