



November 2020

Dear friend,

We are so pleased that you are considering a position as part of our community here at Grace Episcopal Church in St. Helena. Grace has undergone tremendous change over the last 25 years, evolving from a struggling, small-town church to a magnetic center of spiritual community in the Napa Valley, and growing over seven times larger in the process! As a result, Grace has transformation in its DNA—most churches shy away from change; this church asks, “What’s next?” and “How can we make it better?” There is no lack of enthusiasm here for the work involved in transformation and vitality, but we have come to a point where we need more intentional and focused staff support to create systems that support both our desire and our gifts for inviting and incorporating people into our community.

We are seeking a a part-time, temporary office manager to help “bridge the gap” created by the COVID-19 pandemic and Glass Fire recovery. The temporary office manager will join 3 FTE program and support staff (11 individuals) and numerous dedicated volunteers to assist in managing the basic office, administrative, and financial operations of this congregation of about 500. Our staff team has a wonderful time working together, and look forward to incorporating a new member into this community.

There are a number of resources on Grace’s website to give you a better sense of us:

- The [Parish Profile](#) for the rector search prepared in late 2015 still gives a good snapshot
- You can read [Grace’s History](#)
- Don’t forget to check out our Facebook page and website!

Staff and lay leadership are stabilizing new online and hybrid administrative and financial systems created during the pandemic and seeking to consolidate resources to hire a three-quarter to full time administrative manager in the future. This position is slightly less than half time and anticipated to last about 6 months, at which time the position may be renewed or the individual could be eligible to apply for the expanded administrative position. The position requires an in-person presence in the office at least 1-2 days a week; some time may be worked remotely and precise days/hours of work are negotiable. Pay is hourly, \$30-\$40/hr commensurate with experience, no benefits. The temporary office manager reports directly to the rector, The Rev. Amy Denney Zuniga.

Thank you for considering this position at Grace. To apply, please send a cover letter and resume to The Rev. Anne Clarke, Assistant Rector. revanne@grace-episcopal.org. References will be required during the interview process. Applications will be accepted until the position is filled.

Yours in Christ,

Rev. Anne

THE REV. ANNE CLARKE, ASSISTANT RECTOR
1314 SPRING STREET, ST. HELENA, CA 94575 PHONE: 707-963-4157 WWW.GRACE-EPISCOPAL.ORG