

Job Title - Parish Administrator

Location - All Saints Episcopal Church

Address: 1250 Spear St., South Burlington, Vermont 05403

Email: [allsaintsvestry16@gmail.com](mailto:allsaintsvestry16@gmail.com)

All Saints is a small church seeking a part-time Parish Administrator. We are a small parish (~50 regularly attending members). The Parish Administrator prepares a weekly service leaflet or bulletin with the guidance of clergy and parish leaders, manages communications (phone, emails, newsletter), and performs other duties as needed. We are looking for someone who is friendly and helpful. The preferred candidate will be proficient in MS Office, and be open to learning other applications.

The start date is April 25, 2025. The exact work schedule is negotiable (specific days and number of hours worked each week).

Hourly pay varies depending on experience (employer pays half of FICA). There is a minimum of two weeks' vacation.

#### Job Description and Responsibilities

All Saints seeks a Parish Administrator to join our staff at All Saints. The main features of the job are to facilitate communication (answer phone calls, delegate questions to appropriate church leaders, email reminders and notices, create & send e-newsletters, pick up and send mail). The worship schedule alternates between two different services (Morning Prayer and Holy Communion) on a set schedule. Church life is organized around the Episcopal Church calendar, with two high seasons before Christmas and Easter, which require more hours. Some familiarity with the calendar, liturgy and musical traditions of the Episcopal Church is desirable. Comp time may be taken the week after the holidays.

The parish shares a priest with St. Paul's Episcopal Church in Vergennes. The e-newsletter and email reminders may include this small church also.

To apply for this position, please send the following items by e-mail to:

[allsaintsvestry16@gmail.com](mailto:allsaintsvestry16@gmail.com) with Office Administrator Position in the subject line and include:

- a cover letter describing your interest in and suitability for the position
- an up-to-date CV or resume that includes a list of at least three references. Candidates are invited to include, in their cover letter, links to websites or newsletters they have designed.

All applicants will receive an e-mail which acknowledges receipt of their materials and will be informed when the position is filled. Please send us an e-mail at [allsaintsvestry16@gmail.com](mailto:allsaintsvestry16@gmail.com) to apply or if you have questions about this search and position.

The committee will accept and interview candidates until the position is filled.