

Dear Ambassadors,

As we prepare for the fall and the arrival of our new Incumbent, we will be making some changes in our office administration.

As you may know, our long-time Parish Assistant Christine French took a leave at the beginning of the year to prioritize care for her family, especially her aging mother. Family continues to be the priority for Christine, and she will not be returning to her staff role at the church. On behalf of the Parish Management Team and the entire congregation, we thank Christine for her many years of devoted service to St. Paul's. We will have a special gathering later this fall to officially thank Christine for her service.

St. Paul's will be seeking a new Parish Assistant, who will be a welcoming and joyful presence in our office 5 days a week (4 hours a day), every week; and will provide invaluable support to Rev'd Dean, as he begins his ministry at St. Paul's. Should you be interested, or know of anyone seeking employment, please see the attached job ad or link to our website. Alicia Sandham will continue to provide office support until the new person is in place, and we thank her for her dedication and commitment during this interim period.

Please pray that the Lord will guide the right individual to this opportunity.

Your Wardens,

Deborah, Mark and Candace

## **Job Opportunity: Parish Assistant**

*St. Paul's Anglican Church – Thunder Bay, ON*

Are you an organized, friendly, and detail-oriented individual looking for a meaningful opportunity to contribute to a vibrant church community? St. Paul's Anglican Church is seeking a **Parish Assistant** to play a vital role in ensuring the efficient and effective operation of our parish.

### **Position Overview**

As the Parish Assistant, you will provide administrative support to the Rector, Wardens, and other ministry leaders, ensuring the smooth day-to-day functioning of the church office. This role is essential in fostering a welcoming and organized environment for our parishioners and visitors.

### **Key Responsibilities**

#### **Weekly Tasks:**

- Collaborate with the Rector, Music Director, Media Team, and others to prepare for services.
- Create and distribute the weekly bulletin and updates for the parish community.
- Provide reception services (phone and in-person), respond to inquiries, and forward messages promptly.
- Manage mail, package deliveries, and service calls.
- Maintain and update the church's electronic communication and database.

#### **Monthly Tasks:**

- Maintain the parish calendar and notify staff of special events or changes.
- Assist with planning and preparation for church events.

#### **Periodic Tasks:**

- Prepare bulletins for funerals, baptisms, and special occasions.
- Update parishioner lists, directories, and schedules.
- Manage supplies and orders for office and worship needs.
- Support the creation of the annual Vestry Report and other administrative projects as needed.

### **Qualifications and Skills**

- Minimum Grade 12 education (administrative experience is an asset).
- Proficiency in computer skills, including word processing, email, internet use, and familiarity with databases.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work independently and as part of a team.
- Excellent interpersonal skills to interact with parishioners and the public tactfully and compassionately.
- Familiarity with working in a Christian church environment is an asset.

## **Working Conditions**

- **Hours:** 20 hours per week (Monday to Friday, 4 hours per day, in-person).
- **Location:** On-site at St. Paul's Anglican Church, 808 Ridgeway St., Thunder Bay, ON.
- **Compensation:** As negotiated in the employment agreement, including 4% vacation pay.

## **Additional Requirements**

- Criminal Record Check.
- WHMIS certification and Occupational Health & Safety training (provided upon hire).

## **Why Join Us?**

This is more than a job—it's an opportunity to further the work of the Church by supporting the spiritual and operational needs of our parish. You'll be part of a warm, welcoming community and contribute to meaningful work that impacts lives.

## **How to Apply:**

If you feel called to this role and meet the qualifications, we'd love to hear from you! Please email your resume and a brief cover letter to:

## **St. Paul's Parish Management Team**

[st.pauls.anglican.tbay@gmail.com](mailto:st.pauls.anglican.tbay@gmail.com)

*Application Deadline: **Monday August 25, 2025***

We thank all applicants for their interest; however, only those selected for an interview will be contacted.