

St. James Episcopal Church



Now Hiring: Parish Administrator



Who We Are

St. James Episcopal Church is a growing, friendly congregation rooted in the love of Christ and committed to being a welcoming presence in Lake City.

We are a community-focused church that values outreach, service, and sharing God's grace with our neighbors.

Who You Are

- Organized and detail-oriented, able to manage multiple tasks efficiently
- A strong communicator, both in writing and in person
- Proficient in managing websites and social media platforms
- Comfortable working in a church environment and supporting its mission
- Friendly, reliable, and able to interact graciously with parishioners and the public



Position Overview

- 20 hours a week, flexible schedule
- Responsible for assisting the Rector in preparing worship services
- Coordinate parish communications
- Support membership tracking and church records
- Manage the day-to-day operations of the church office
- To apply please send a cover letter and resume to revstokes@stjameslakecity.org