

Jane Kay Volkema  
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Dear Friends in Christ,

I am writing to introduce myself as a candidate for full-time employment in the Episcopal Church on the parish, seminary, camp/conference center, cathedral or diocesan level. I am currently employed at Saint John's Episcopal Church - Georgetown Parish in Washington, D.C. as the parish administrator as well as property manager for the entire campus and, caretaker of the rectory where I reside. I have also served Saint John's for the past eight years as liturgical associate.

My background includes extensive knowledge of Episcopal governance and liturgy. I have experience as a worship leader as well as liturgical planning and instruction. My administrative history is varied with emphasis on office operations, staff supervision, property management and print production. I have experience in pre-conference scheduling and hospitality (guest house) bookings. My skills-set also include writing, editing and the ability to work under pressure, multi tasking and organizational skills.

I am experienced on a Mac platform as an expert in QuarkXpress. I have experience with InDesign, Photoshop and Illustrator. With non-design software I have worked with Dreamweaver, Contribute and the Microsoft Office Suite for Mac.

I am available for employment following a reasonable notice to Saint John's, and time to relocate—if necessary. My current position is being eliminated due to budget cuts. Saint John's will pay for my relocation expenses. My goal is to find employment before January 2013. While a new position sooner-than-later would be great, if you know of a position opening later this year, please keep me in mind.

You may contact me at anytime to provide additional information or to schedule an interview at 202-338-1796 parish office / 202-257-1073 cell.

Thank you in advance for your time and consideration, I look forward to speaking with you about the ministry opportunities you have available, now or in the future.

Sincerely,  
Jane Kay Volkema

# Jane Kay Volkema

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j.kay@mac.com

## Vocational Goals

To acquire a full time position where my skills and experience can be utilized to assist in the development of opportunities for all to discover a deeper meaning of Christ in everyday life.

## Professional Profile

Administrative organization • Liturgical training • Project management • Staff supervisor • Budget drafting and financial oversight • Scheduling oversight • Marketing and promotion • Liturgical planning • Proven effective in recruiting and training of volunteers, service participants and staff • Hospitality • Photography • Property management • Ordering food, office and maintenance supplies • Correspondence • Managing relationships with vendors •

## Office Skills

Extensive knowledge of Episcopal Church liturgy and policies. Proven effective in recruiting and training of volunteers, service participants and staff. Highly proficient in Quark Xpress—Macintosh. Experience with Photoshop, Dreamweaver, Contribute, Servant Keeper, PeachTree, and ACS. Familiar with Microsoft products: Word, Excel, and PowerPoint. I am currently working on acquiring my MOS certification (Microsoft Office Specialist). I have experience with design, layout, pre-press management, writing, editing, web upkeep, graphic design, and, typesetting.

## Highlights of my experience

*Parish Administrator and Liturgical Associate*  
*St. Johns's Episcopal Church ~ Georgetown Parish, Washington, DC ~ 2008-present*

### *Liturgical Experience*

- Assist the Rector in all liturgical planning for Sunday and regular worship services. Design special liturgies using Episcopal resources such as The Book of Common Prayer, Enriching our Worship, Lesser Feasts and Fasts, and Book of Occasional Services.
- Liturgical instruction and formation of seminarians, including: what vestments to wear for the different services; how to set the Altar for Holy Communion; and liturgical seating and movement — for Sunday services as well as the differences for all the above when conducting funerals or weddings. Special instruction of the role of Bishop's Chaplain.
- Worship leader (vested) for all Sunday services, funeral, weddings and special services, serving in a variety of roles.
- Planned the annual Youth Service coordinating with the Director of Sunday School.
- Substitute Children's Choir Director.
- Assist Rector in teaching confirmation classes to junior and senior high youth.
- Recruited, trained and scheduled children and adults as service participants (crucifers, lay readers, acolytes, torch bearers, altar guild). Ensured they were present

and familiar with their role prior to each service.

### *Administrative Experience*

- Manage database information necessary for the completion of the annual Parochial Report for the Diocese of Washington.
- Assist Parish Accountant. Oversee the budget. Count offertory money, make bank deposits, disseminate charges on bank card.
- Provide all print materials for annual stewardship campaign, as well as the capital campaign.
- Assist Parish Secretary with booking events / groups using the church facilities. Give tours of the facilities to groups. Welcome guests and introduce them to the space (bathrooms, lights, AV equipment, kitchen facilities, clean up and lock up responsibilities).
- Inventory and purchase supplies for parish office, kitchen, and building and grounds.
- Recruit and coordinate volunteers to help with in-house office duties and parish events.
- Design and layout of liturgies for Sunday services, parish newsletter the *Sentinel*, brochures, flyers and other printed publications including the Georgetown House Tour (fundraiser) 44-page program.
- Collect reports from clergy, vestry members, committee chairs and guild liaisons for the Annual Parish Report. Design and schedule for print and distribution
- Market, via print and web, the Georgetown House Tour and rental options of Blake Hall (parish hall), the Rectory and the

Parish Kitchen to gain income for the general fund.

- Staff liaison to Church Pension Group, Church Insurance Corporation and the Government of the District of Columbia for all licensing and regulatory requirement/needs.
- Purchase and maintain information technology systems, including the parish website, copy machine and, telephone and voicemail system.
- Set up online credit card pledge payments and online reservations for the Georgetown House Tour (fundraiser). Produce spreadsheets (Excel) of reservations and payment information.
- Supervise work of sextons for cleaning and upkeep of the buildings and grounds.
- Work with outside vendors for maintenance needs of the buildings and grounds outside the scope of the sexton responsibilities. This includes acquiring bids, scheduling all work and overseeing work to completion.
- Annually review all vendors and contracts for goods and services.
- Conservator for the Rev. Ronald P. Conner Memorial Library, housed in the parish Rectory. The library includes his theological volumes as well as Fr. Conner's manuscripts, writings, sermons, photographs and icons.

### ***Director of Communications & Evangelism***

#### ***St. Alban's Episcopal Church Washington, DC ~ 2002-2008***

- Weekly meetings with clergy and parish directors for all liturgical planning and special services.
- Recruited parishioners as Sunday greeters and transportation for

elderly to appointments and Sunday services.

- Purchased and maintained IT systems, including parish website, copy machine and, telephone and voicemail system.
- Maintained database information necessary for the completion of the annual Parochial Report for the Diocese of Washington.
- Design, layout, writing and editing the *Chronicle*, St. Alban's twice-monthly newsletter. Also responsible for the production of a wide range of brochures, flyers and the *Parish Ministries & Activities Handbook* (80 pages).
- Served as Chair of the Communications Team (marketing).
- Developed a newcomer program, including a monthly dinner attracting more than 50 potential newcomers each month.
- Supervised staff and volunteers in the production of liturgies for four services each Sunday, plus liturgies for special services and holiday services.
- Interfaced with vendors for the production of print materials and signage.

### ***Postulant / Novice***

#### ***Community of the Holy Spirit New York, New York 2000-2002***

- During the discernment process as a Sister with this Episcopal Religious Order, I scheduled and booked all reservations for our guest house at the New York City convent. This included screening guests, acquiring references, greeting guests upon arrival and review the house rules. I monitored the housekeeping staff for quick turnover of rooms as guests checked out. I also served as sacristan, clergy assistant, seam-

stress, and attended classes in the Novitiate and at Union Theological Seminary.

- Assisted in the Student Ministry program at Columbia University.

### ***St. Paul's Chapel/Ground Zero New York, New York***

#### ***October 2001 - June 2002***

- Organized the noon-day Eucharist, including sacristan work and assist at the Altar. Recruited volunteers to read the lessons.
- Assimilated volunteer clergy with St. Paul's Chapel and the unique pastoral care needs.
- Offered pastoral care to recovery workers in "the pit."

### ***Graphic Artist/Project Manager, Michigan Education Association Communications Department, East Lansing, Michigan 1985-2000***

- Managed graphic design and pre-press activities (marketing) for publication of conference materials for eight high-profile annual conferences attended by 400-1200 association members. Keynote speakers at these conferences included Bill Clinton, Al Gore, and Geraldine Ferraro. Materials included conference registration forms, handbooks (approx. 50 pages). Worked with various departments in coordination for handbook. Selected promotional items (e.g. tote bags, T-shirts, etc.) and negotiated with vendors for purchase. Attended conferences assisting with registration and at the "help" table.
- Designed a wide range of materials including brochures, newsletters, handbooks, conference materials, forms (insurance appli-

cations, etc.) calendars, signs, highway billboards and marketing/promotional items for this major educational organization.

- Worked closely with graphic designers and department personnel through the organization. Coordinated trafficking, scheduling and prioritizing jobs.
- Assisted with writing, editing and proofreading various printed documents
- Participated in interdepartmental brainstorming and year-long planning of marketing, conference materials and other publications.
- Managed the design, typography and printing of *Thinking About Retirement*, a 300-page handbook for pre-retirees. This included strategic decisions on typeface, type size and design geared for the target audience.

## Volunteer Work

### *Episcopal Diocese of Michigan Detroit, Michigan*

- Designed four-color poster for the promotion for the service of the installation of the Rt. Rev. Wendell Gibbs as X Bishop of Michigan. This poster was used throughout the diocese.
- Wrote articles for the *Record*, the Diocesan newspaper.

### *Episcopal Capital Area Council (Deanery) Lansing, Michigan*

- Designed and wrote copy for flyers, brochures, posters, tickets and other promotional materials.

### *St. Michael's Episcopal Church Lansing, Michigan*

- Served as non-stipendiary supply officiant and preacher for Sunday's Morning Prayer service at Saint Anne's Episcopal Church in DeWitt, Michigan, under the

supervision of the Dean of the Capital Area Council (for 3 months).

- Coordinated a Fresh Food Bank team and worked on two Habitat for Humanity homes.
- Wrote, edited and designed monthly newsletter *The Shield*, which won three design awards in the Diocese of Michigan.
- Assisted with registration and booking cabins for the annual week-long parish trip to Camp Chickagami in Alpena, Michigan (75 attendees). Assisted Rector in planning the worship services at the camp as well as playing guitar for services and around the nightly campfires.

### *Downtown Neighborhood Association (DNA), Lansing, Michigan*

- Designed logo and promotional brochure and materials.
- DNA board member. Spoke on behalf of the association and concerned-citizens at city council meetings regarding development vs preservation of city's historical areas of the city.

## Experience in the Episcopal Church

- Adult Christian Education Leader
- Altar Guild Coordinator
- Bishop's Chaplain
- Cantor
- Childrens' Choir Director
- Choir Member
- Deanery Representative
- Diocesan Delegate
- Eucharistic Minister (licensed)
- Gospeller
- Lay Committee Convener
- Lay Reader (licensed)
- Liturgical Associate/Coordinator
- Musician (oboe, guitar)
- Preacher/Homilist (licensed)
- Sacristan

- Verger
- Vestry Member / Senior Warden
- Vestry Secretary

Completed years One and Two of Education for Ministry (EfM).

Completed Disciples of Christ in Community at the National Cathedral

Received Lay Certificate in Evangelism at Wesley Theological Seminary (4-year program), Washington, DC.

## Highlights of my Experience

- Singing a solo at the closing Holy Eucharist service at St. Paul's Chapel (Ground Zero) in June 2002.
- Assisting the staff of the Washington National Cathedral for the planning of the funeral for President Gerald R. Ford.
- Staff liaison for the Very Rt. Rev. Frank Griswold and his wife Phoebe on their visit to St. Alban's Parish, Washington, DC.
- Staff liaison for author and speaker Phyllis Tickle on her visit to St. Alban's Parish, Washington, DC.

## Other Experience

- Workshop speaker "How to Attract New Members" and "Parish Hospitality" (Diocese of Michigan)
- Visitor with my certified therapy dog to local hospital Rehabilitation and Alzheimer wards. We also participate in "Paws to Read" helping children improved their fluency and enjoyment of reading.

## Visit my Website

<http://web.me.com/j.kay>

User Name: Volkema

Password: cvsite

# Jane Kay Volkema

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## References

### Professional

The Rev. Carlyle Gill  
Retreat Leader and Spiritual Director  
*(Former Associate Rector at St. Alban's DC)*  
E-mail: jcarlylegill@yahoo.com ~ Telephone: 302-645-0669

The Rev. W. Bruce McPherson  
Interim Rector, Saint John's Episcopal Church - Georgetown  
*(Current Supervisor)*  
E-mail: Bruce@stjohnsgeorgetown.org ~ Telephone: 202-338-1796

The Rev. Dr. Francis H. Wade  
Interim Dean, Washington National Cathedral  
*(Former Rector at St. Alban's DC)*  
E-mail: dean@cathedral.org ~ Telephone: 202-537-6200

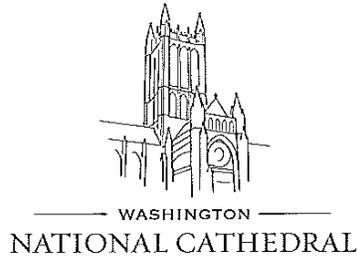
Mr. Daniel Watford  
Owner, Watford & Associates LLC  
Accounting services used by Saint John's Georgetown  
E-mail: daniel@watfordassociates.com ~ Toll-free 888-323-9444

### Personal

Mrs. Karen Johnson  
E-mail: KarenEBJ@aol.com ~ Telephone: 301-742-8894

The Rt. Rev. Eugene Sutton  
Bishop of Maryland  
E-mail: esutton@ang-md.org ~ Telephone: 800-443-1399

Mr. John D. Van Wagoner  
E-mail: JohnDVW@gmail.com ~ Telephone: 703-893-8942



THE REVEREND DR. FRANCIS H. WADE  
*Interim Dean*

February 22, 2012

To Whom It May Concern:

It my distinct honor and pleasure to be able to stand as reference for Ms Jane Volkema. I served as Rector of St Alban's Parish, Washington DC from 1983 until 2004. Ms Volkema joined our staff in July of 2002 and continued with the parish until December of 2007 when she left to take a senior position at St. John's Episcopal Church, Georgetown. As you can see from the timeline above, she served through a significant period of transition in the parish as well in more conventional settings. In both sets of circumstances, her work was exceptional.

Ms Volkema served as Director of Communications which involved extensive knowledge of all aspects of print and publishing for our Sunday liturgies, special events and newsletter. Her technical skills were unmatched but the job was not simply the manipulation of electronic and print data. She was responsible for working with all members of the parish in developing information and providing appropriate guidance in sharing that information. In that complex set of relationships she established herself as a congregational favorite who was relied upon for leadership as well as support.

Ms Volkema was particularly valuable for her liturgical background and sensitivity to the needs of worship leaders and participants. The vitality of her own worship life, complemented by regular and informed participation in corporate worship, formed the basis of her ministry in this regard.

She is a committed Christian, a devoted churchwoman, a loyal friend and a talented professional. I have no hesitation in having her share this letter with potential employers because I feel that her work would benefit any work setting in the church or beyond. If, however, I can provide additional information or respond to any specific questions I invite you to contact me.

I hope that you will be able to take advantage of the opportunity Jane Volkema's interest represents to your organization.

Sincerely,

A handwritten signature in black ink, reading "Francis H. Wade". The signature is written in a cursive style with a long, sweeping underline.

The Reverend Dr. Francis H. Wade  
Interim Dean

**The Rev. J. Carlyle Gill**

4 Milford Avenue

Lewes, Delaware 19958

302-645-0669 or 202-316-1839

To Whom It May Concern;

This is a letter of recommendation for Jane Volkema.

I have known Jane since 2002 when I hired her to be our Communications Director at St. Alban's in Washington, D.C. St. Alban's is a corporate size Episcopal congregation in Washington, D.C. I supervised Jane until my retirement in 2006. She remained on the St. Alban's staff another two years.

Jane was hired to oversee the many publications produced by St. Alban's from Sunday bulletins to Program Year Directories. She also produced and oversaw our monthly newsletter. In my experience, Jane possesses the skills and attributes you seek. She is proficient in many computer programs and understands both PC and Mac machines and their respective software. She is familiar with specifically Episcopal software. She is proficient with web software.

In her years at St. Alban's, Jane not only oversaw and produced our communications materials, she also supervised the staff person who actually put together the Sunday bulletins. Jane met and worked with people who came to St. Alban's for its pastoral ministries including baptism, marriage, and memorial services. She also helped to arrange our Newcomers Classes. Jane was a valued member of our staff and contributed many good and helpful ideas. She also helped to design and produce materials for the many retreats that I led.

After I retired, the new Rector asked Jane to take on more office management responsibilities. In her current position at St. John's, Georgetown, Jane has a more active role in Sunday worship and is responsible for managing the many weddings held at St. John's.

Jane is a very easy going person who is not only competent but a pleasure to work with. She is an Episcopalian with a thorough-going knowledge of the church and its liturgies. She is a prayerful person and she understands the wonders and complexities of the Episcopal Church.

I recommend her highly to you and would be delighted to speak with you if that would help.