

TRINITY WALL STREET

POSITION DESCRIPTION

Located at the head of Wall Street, Trinity Church has been part of New York City and our nation's history since its charter in 1697. At its core, Trinity is an Episcopal parish, offering daily worship services and faith formation programs at Trinity Church, St. Paul's Chapel, and online at trinitywallstreet.org. Today, the collective organization is known as Trinity Wall Street, and includes Trinity Real Estate; Trinity Grants; St. Margaret's House; Trinity Preschool; Trinity Institute; Faith in Action ministries, and an extensive music program, including Concerts@One, the Trinity Choir, and the Downtown Youth Choir.

Position Title: Verger -Trinity Church and St. Paul's Chapel

Department: Faith Inspiration: Liturgy, Hospitality & Pilgrimage

Reports To: Head Verger

Position Summary: Assist the Head Verger in all aspects of the parish liturgy in both Trinity Church and St. Paul's Chapel, including set-up and break down for all services. Play an active role in the hospitality and pilgrimage ministries of the parish, including conducting tours and taking part in related programs and events that take place in Trinity Church and St Paul's Chapel. Assist with administrative duties as assigned by the Head Verger.

Weekly Schedule: Sunday through Thursday regularly. Additional days as needed, including holidays.

Position Duties and Responsibilities:

- ▶ Carry out all verger functions as scheduled, in accordance with proper protocol for sacristy and chancel organization and proper preparation of vestments and other furnishings needed for worship.
- ▶ Set up and break down all materials needed for services, and assist priests in following protocols and procedures during services.
- ▶ Prepare Sunday and weekday liturgical scripts and other materials needed for worship.
- ▶ Assist with proofreading of all liturgical bulletins. Serve as a back-up to the person responsible for preparing the bulletins.
- ▶ Assist with the recruitment, training and scheduling of all lay assistants including those who serve on Sundays and during the week.
- ▶ Manage inventory of all public literature available in both churches, including religious tracts, parish program promotional materials and visitor guides of Trinity Church and St. Paul's Chapel. Ensure that material is stocked, organized and reprinted, as needed. Purchase tract literature; review and make recommendations for new titles.
- ▶ Provide information and assistance to visitors, and conduct tours of Trinity Church and St. Paul's Chapel as assigned.

Other Significant Relationships/or Additional Information:

- ▶ Liturgy, Hospitality and Pilgrimage staff
- ▶ Managers and other staff for facilities and security
- ▶ Music staff at Trinity Church / St. Paul's Chapel
- ▶ Be present for Sunday and weekday services as assigned.

Required Skills and Knowledge:

- ▶ Comprehensive knowledge of Episcopal liturgy and protocols, and experience in Church environment.
- ▶ Familiar with the customary of the Episcopal Church; Trinity Church and St. Paul's Chapel preferred.
- ▶ Strong interpersonal and relational skills; comfortable with leading and participating in teams.
- ▶ Experience with recruiting, training, and coordinating volunteers.
- ▶ Highly organized and attentive to detail.
- ▶ Good sense of humor.
- ▶ Works collaboratively and is self-motivated; able to work with minimal supervision.
- ▶ Ability to manage diverse aspects of multiple concurrent duties.

- ▶ Familiar with **The Rite Stuff**, software for preparing liturgical scripts and other materials.
- ▶ Working knowledge of **InDesign** preferred.
- ▶ An awareness and interest in the history of Trinity Church and St. Paul's Chapel is required.

We offer a competitive salary along with a comprehensive benefits package. For consideration, **please send your resume and salary history with your salary requirements** to:

Trinity Wall Street
Human Resources Department
Email: HR@trinitywallstreet.org

No phone calls please.
Only qualified candidates will be contacted.
The Parish of Trinity Church is an Equal Opportunity Employer
To learn more about Trinity, visit www.trinitywallstreet.org.