

POSITION DESCRIPTION

Position Title: Cathedral Sacristan & Head Verger

Issue Date: 12/1/2018

Department: Liturgy, Hospitality and Pilgrimage

Reports To: Dean and Rector

POSITION SUMMARY

The Cathedral Sacristan & Head Verger at Saint Mark's Episcopal Cathedral manages and oversees the material preparation and execution of all routine and special liturgies and other aligned events. This position supervises and maintains proper protocol, procedure, and Saint Mark's culture for all worship and special events, consults on liturgical planning and development, and serves as Head Verger during liturgical services and events.

The Cathedral Sacristan will have a solid foundation of knowledge of Episcopal liturgical theology, the various liturgical resources used in preparing for services, and an ability to articulate understanding of our Anglican ethos while supporting the clergy and musicians in planning the liturgical practices in this cathedral community. This is a full-time salaried position. Sunday mornings are a regular part of the workweek for this position. The Cathedral Sacristan reports to the Dean while working closely with a variety of other staff members and lay leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the Cathedral's Head Verger, ensuring meaningful worship experiences for all participating in cathedral liturgies by: coordinating the role and function of other vergers in liturgy; by coordinating and supporting clergy, musicians, vergers, altar guild, acolytes, assistants and other staff and volunteers. Serve as Worship Coordinator in regular and special services, including weddings and funerals.
2. Oversee and coordinate all preparation detail and the execution for Saint Mark's Cathedral's liturgies, including oversight of scheduling and preparation of participants, coordination of staff, preparation of worship materials, and ordering of space.
3. In coordination with the Dean, supports volunteers who lead liturgical and para-liturgical functions including altar guild, acolytes, readers, intercessors, Eucharistic ministers, ushers, and docents.
4. Coordinate with Facilities Manager and other entities to communicate site management needs related to worship services or other aligned events.
5. Prepare Presider books, Prayers of the People, and Lectionary readings for all services using templates.
6. Oversee all sacristy functions for Saint Mark's Cathedral and its chapels. Support the altar guild and sacristans in maintaining sacristy order.
7. Participate in all staff liturgical planning and development meetings, as requested.
8. Oversee and coordinate the special diocesan liturgies held at Saint Mark's, and others off-site, at the direction of the diocesan bishop, in coordination with the Dean.
9. Oversee liturgical supplies procurement for Saint Mark's Cathedral in coordination with Altar Guild and other ministers.
10. Manage Liturgy budget.
11. Shares in daily rounds of the Cathedral, to include making certain that appropriate signs are posted, furniture is in good repair and correctly placed, lighting is in good working order, worship spaces are clean, heating system is managed appropriately for worship, etc.
12. Coordinate and support liturgical liaisons who provide information for service bulletins.
13. Ensure provision of post-service hospitality and receptions in collaboration with the Hospitality ministry and Facilities Manager.
14. Adhere to confidentiality rules and all other Saint Mark's policies, procedures, and rules.
15. Perform all duties in a manner that promote Saint Mark's mission and core values.
16. Assume other related responsibilities and special projects as required.

Required Skills and Knowledge:

- Thorough knowledge of Anglican, Episcopal, and Saint Mark’s history, culture, and protocol.
- Strong leadership and management ability.
- Effective and sensitive interpersonal and relationship skills.
- Proactive, highly organized, and attentive to detail. Ability to manage multiple priorities simultaneously.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Windows and Office programs, cloud-based document retention platforms, scheduling apps, and familiarity with Adobe Creative Suite
- Ability to work collaboratively and is self-motivated, able work with minimal supervision, and has a sense of humor.
- Loyal and committed to the mission strategy of Saint Mark’s Cathedral.
- Flexible approach to position responsibilities and ability to manage multiple priorities.
- Ability to work a flexible schedule, position requires Sunday workdays.

Required and Preferred Education, Experience, and Credentials:

- Bachelor’s degree, or the equivalent combination of education and experience
- Master’s degree in Theology or other formal theological training, preferred
- At least four years of leadership experience in a program or resource-sized parish within The Episcopal Church.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Regularly	Frequently	Occasionally
Sitting		X	
Standing	X		
Walking	X		
Climbing/balancing	X		
Lifting 50 or more pounds	X		
Reaching—with arms and hands	X		
Stooping/kneeling/crouching/crawling	X		
Talking	X		
Hearing	X		
Vision—close, peripheral, depth, ability to adjust/focus	X		
Other: _____			

The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date