

## ***JOB POSTING***

**POSITION TITLE:** Sacristan (Full or Part-time)  
**DEPARTMENT:** Liturgy, Hospitality, and Pilgrimage  
**REPORTS TO:** Head Sacristan

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The Sacristan at Trinity Church Wall Street assists in the planning, coordinating, and production of all liturgical events in the sacred spaces of Trinity Parish (Trinity Church, the Chapel of All Saints, St. Paul's Chapel). Helps to maintain and operate all sacristies and sacred spaces. Works in LitPlan, Trinity's Liturgical Planning system, for scheduling, planning, and maintaining resources for all liturgical events. The position of Sacristan is perfect for a person who is organized, interested in all aspects of liturgy in the Episcopal Church, and who wants active, hands-on experience with the details of producing minor to major liturgical events at one of the most historic and unique parishes in the United States.

### **DESCRIPTION:**

- Perform duties of Sacristan
  - Each Sacristan rotates between all sacred spaces and all liturgical event types.
  - Event setup
  - Follow and improve detailed event checklists
  - Communicate procedure to all event participants
  - Fill-in and assist as needed
  - Event cleanup
- Work in LitPlan
  - Help maintain the schedule of liturgical events and assign staff and volunteers to all roles in all events
  - Help develop customary checklists for all events and roles to ensure efficient communication and training with the people who work for each events
  - Help maintain the event resources such as liturgical variables, readings, scripts and others
  - Make sure everything is systematic, well-communicated, and most importantly fun and rewarding
- Help to maintain all sacred spaces
  - Keep all spaces clean and orderly
  - Help organize and improve all processes and supplies
  - Maintain all sacred space at Trinity Parish, attention to every detail

### **REQUIREMENTS:**

- Highly organized and attentive to detail
- Excellent written and oral communication skills
- Keen sense of time management
- Ability to take and give direction
- Knowledge of Episcopal Liturgy and a strong desire to learn more
- Flexible work schedule.
- Able to think on one's feet and make rational and good decisions on the spot
- Sense of humor and sense of calm
- Thirst for knowledge and learning

### **Required Education, Experience, and Credentials:**

- Bachelors degree required. Masters in Theology or other formal theological training a plus
- Experience as a volunteer in the Episcopal liturgy a plus

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

Trinity Wall Street  
Human Resources Department  
Email: [HR@trinitywallstreet.org](mailto:HR@trinitywallstreet.org)

**No phone calls please.**  
**Only qualified candidates will be contacted.**  
**The Parish of Trinity Church is an Equal Opportunity Employer**