



INTERN FOR LITURGY

Position Title: Intern for Liturgy
Department: Liturgy, Hospitality & Pilgrimage
Reports to: Head Sacristan

Trinity Church Wall Street is a growing and inclusive Episcopal community that carries out a wide-ranging ministry of service to others. Members come from New York and surrounding areas to form one of the city's most diverse congregations. We are guided by our mission and core values.

In the spirit of the Gospels, the mission of Trinity Church Wall Street is to build generations of faithful leadership, to build up neighborhoods, and to build financial capacity for holy service to New York City and around the world. Our mission is grounded in our core values: faith, integrity, inclusiveness, compassion, social justice and stewardship.

POSITION SUMMARY

The Intern for Liturgy at Trinity Church Wall Street assists the sacristans in the planning, coordinating, and production of all liturgical events in the sacred spaces of Trinity Parish (Trinity Church, the Chapel of All Saints, and St. Paul's Chapel). This position supports the clergy by facilitating all details of the maintenance and operation of our sacristies and sacred spaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve and support the clergy by facilitating all details of the maintenance and operation of Trinity Church Wall Street's sacred parish spaces.
2. Schedule, plan and carry out all details of liturgical events and maintain the parish's resources for all liturgical events using LitPlan, Trinity's liturgical planning system.
3. Rotate between all sacred spaces and all liturgical event types.
4. Perform event set up and clean up.
5. Create, revise, maintain, and follow detailed event checklists.
6. Communicate event procedures to all event participants and fill-in and assist as needed.
7. Assist in maintaining the schedule of liturgical events and assign staff and volunteers to all roles in all events.
8. Assist in developing customary checklists for all events and roles to ensure efficient communication and training with the people who work for during each event.
9. Maintain event resources such as liturgical variables, readings, scripts and other items.
10. Ensure that liturgical events are systematic, well communicated, and most importantly fun and rewarding.
11. Assist in the maintenance of all sacred spaces by keeping spaces clean and orderly and organizing and improving all processes and supply levels, storage, maintenance and ordering.
12. Maintain all sacred space at Trinity Parish as though it is your own home and pay attention to every detail working to constantly improve and make everything the best it can be.
13. Adhere to confidentiality rules and all other Trinity Wall Street policies, procedures and rules.
14. Perform all duties in a manner that promote Trinity's mission and core values.
15. Assume other related responsibilities and special projects as required.

Required Skills and Knowledge:

- Excellent communication skills
- Strong people skills



- Punctual and reliable
- Eagerness to learn
- Familiarity with the Episcopal Language

Required and Preferred Education, Experience, and Credentials:

- Interns must be actively enrolled in an accredited organization of higher education. This includes programs provided by universities, vocational schools, community colleges, institutes of technology, or other organizations that award academic degrees.

For consideration, please email your resume and cover letter to:

Email: kaftab@trinitywallstreet.org

Visit our website at www.trinitywallstreet.org

No phone calls please.

Only qualified candidates will be contacted.

Trinity Wall Street is an Equal Opportunity Employer, M/F/D/V. We participate in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee to confirm work authorization. **www.trinitywallstreet.org**