



Saint Thomas Church Fifth Avenue Job Opening for -Head Verger (Full-time)

Our Mission is to worship, love and serve our Lord Jesus Christ through the Anglican tradition and our unique choral heritage. Saint Thomas Church Fifth Avenue is a vibrant and growing parish of the Episcopal Diocese of New York, located in the heart of Midtown Manhattan at Fifth Avenue and 53rd Street. Our church doors are open every day of the year. The Saint Thomas Choir School provides the boy choristers for the renowned Saint Thomas Choir of Men and Boys, whose Gentlemen of the choir are professional singers.

The Vergers' Department is currently seeking a **Head Verger**. This is a full-time position requiring regular weekend, evening, and holiday hours. This position also provides appropriate housing. This exciting yet demanding role is ideal for someone who loves liturgy and sacred music, is dedicated to the care of a significant landmarked church, thrives in a team-oriented environment, possesses the ability to lead a skilled and committed team of full-time and part-time vergers, and a loyal band of volunteers. The successful candidate must demonstrate exceptional organizational abilities and a working knowledge of the liturgical life of the Episcopal Church.

Position: Head Verger

Reports To: The Vicar and Chief Operating Officer

Classified: Exempt

Salary: \$66,000 + church provided housing (includes utilities)
Additional pay on special occasions (funerals, weddings, concerts)

Benefits: A package that includes medical, dental, vision and life insurance with AD&D coverage, short and long-term disability, flexible spending, commuter benefits, a 403(b) retirement plan with substantial company match, paid parental leave, 2 weeks' vacation, 12 PTO, 14 Holidays

Location: Saint Thomas Church, 1 West 53rd Street

Summary: The Head Verger leads a team of vergers responsible, with the clergy, for the daily worship of Saint Thomas Church. He or she will be responsible for the daily logistical, liturgical, and event-planning duties of the Verger's Office. The ideal candidate will have experience in a liturgical church setting and, preferably, a working knowledge of the Episcopal Church. This is a key leadership role within the institution, requiring close collaboration not only with parish departments and volunteers but also with the Saint Thomas Choir School. The role demands exceptional organizational skills and proficiency with various desktop publishing systems. It is uniquely dual in nature, combining substantial administrative responsibilities with a visible ceremonial presence in the liturgy. The Head Verger, therefore, must be a practicing Christian and a person of deep faith.

The Head Verger is a member of the Senior Management Team and works closely with the Clergy, the Music Department, the Choir School, the Concerts Department, Facilities, and the Communications

Department. The timely preparation of service leaflets, rosters, ceremonial guides, and schedules is essential to the smooth operation of both the Church and the Choir School.

The Head Verger also oversees volunteer groups, particularly the Altar Guild and the Guild of Acolytes, and is responsible for the training acolytes, including children and young people. Accordingly, the role requires a strong understanding of safeguarding protocols for children and vulnerable adults. An enhanced background check is required for this position. The Head Verger has, in the past, been a member of the parish Safeguarding Team and will be expected to undertake appropriate on-line safeguarding modules through *Praesidium Academy* if they have not done so recently.

The Head Verger will lead a team currently consisting of two skillful and hard-working full-time vergers and works closely with the part-time laundress. The vergers support the daily needs of the church, including liturgical setup and the care of the Church, Sacristies, and Andrew Hall, including cleaning. The Head Verger is expected to be an active member of the team while also delegating tasks effectively and nurturing the professional development of staff. In addition, the Head Verger will recruit and train a small corps of Honorary Vergers to support sacristan responsibilities and assist with ceremonial functions such as leading processions.

Schedule: The standard working week is **Wednesday to Sunday** and the days off for this position are **Monday and Tuesday**, though occasional Tuesday duties may be required, the Head Verger is expected to be on duty for Christmas Day, Easter Day, and Thanksgiving Day, unless specifically excused by the Rector. Many public holidays are considered regular working days; however, when required to work on a public holiday, the Head Verger will receive another day off instead.

Responsibilities: Section 1: Liturgical

- Service Preparation and Set Up
 - Work with the Clergy and the Music Department in the timely production of Service leaflets; including drafting, proofing, and printing.
 - Compile altar missals as appropriate.
 - Produce supporting service materials, including bookmarks, citations, instructions, set-up checklists, collects and prefaces.
 - Ensure Chancel and Sanctuary seating, stalls, and lecterns are supplied with appropriate books, notes, and printouts for services.
 - Oversee altar set-up for mass if Altar Guild volunteers are unavailable.
 - Maintain the order and reverence of the Church's altars and chapels.
 - Liaise with Communications Team on lighting control interface and sound for worship and other events.
- Ceremonial/Sacristy
 - Organize processions, and verge the Sacred Ministers and/or the Rector in procession
 - Serve in processions as Verger, Crucifer or Thurifer.
 - Assist in the administration of Holy Communion.
 - Serve as an acolyte for weekday and Sunday said services.
 - Collaborate with the Rector, or another priest, to lead clergy rehearsals particularly for Holy Week, Christmas, and special services
 - Conduct the Sunday morning acolyte rehearsal.
 - Assist the clergy in the celebration of pastoral liturgy: Baptism, Weddings, and Funerals, to include ensuring everything is ready for the service, and assisting with wedding rehearsals.
 - Oversee the opening and closing of the Church entrances.

- Supervise the work and ministry of the Altar Guild.
- Oversee and change the Altar hangings in accordance with the liturgical calendar.
- Approve the ordering and inventory of sacristy supplies, including candles, hosts, wine, and incense.
- Ensure the care and maintenance of the church's linens and vestments, arranging repairs as needed.
- Oversee the weekly laundering and proper storage of liturgical linens.

Section 2: Administration

- Supervise the Verger team, assigning daily/weekly schedules and responsibilities.
- Keep the Parish on-line Liturgical Calendar up to date and assist the COO in the weekly calendar meeting. Prepare for the annual 'Calendar Day' to look at the following year's calendar for worship, concerts, and other events.
- Monitor the Worship budget and coordinate with the Finance Department in the setting of budgets and the monitoring of budgets.
- Prepare invoices for pastoral liturgies, including weddings and funerals.
- Notify the Director of Human Resources of monthly honoraria for honorary assistant clergy and payments for musicians.
- Liaise with Acolytes, Lectors, Ushers, and Tour Guides regarding scheduling and participation.
- Prepare and distribute baptism and confirmation cards.
- Maintain and update the Parish Registers in accordance with diocesan requirements.
- Conduct archival searches for baptism, marriage, and funeral records.
- Oversee the administration of the Columbarium, including communication with funeral homes and bereaved families.
- Provide information for the diocesan Parish Records and the Year Book.
- Collaborate with the Rector's assistant and designated clergy on the monthly liturgical calendar and clergy rota.
- Attend the weekly Clergy Meeting, when required, to discuss liturgical planning.
- Liaise with the Communications Department to ensure weekly exterior signage is accurate and up to date.
- Liaise with the Communications Department to ensure adequate supplies of printed materials, prayer cards, sermons, and other literature are available in the Church.
- Coordinate with the Music and Concerts Departments to support preparation for services and concerts.

Other Responsibilities:

- Coordinate with security personnel and vergers to ensure appropriate access for individuals with disabilities.
- Liaise with the church's security team and the Head of Security, particularly during services and special events.
- Maintain a working knowledge of the church's fire detection and safety systems.
- Serve as the emergency response during events.

Requirements:

- A practicing Christian in good standing with their church is essential.
- Good understanding of church principles and liturgy.
- Experience in execution of church service logistics, preparation and ceremony in a liturgical, traditional or "high church" environment (i.e. Episcopal, Anglican, Roman Catholic, etc.).
- Prior experience in more than one of the following areas is desirable:

- Verging experience, either professionally or as a volunteer.
 - Services as an acolyte, sexton, Eucharistic minister or comparable.
- Proficient technology and computer skills with strong document orientation:
 - Strong Microsoft Office skills (Outlook, Word and Excel are essential).
 - Must be able to demonstrate basic website content Management System understanding and usage, or an ability to be trained in such a system.
- Strong organizational skills with attention to details.
- Strong writing and communication skills.
- Must be available to work on Fridays, Saturdays, most Sundays, select evenings, and major holy days (e.g., Thanksgiving Day, Christmas Day, and Easter Day).

Qualifications:

- College degree preferred.
- Communicant membership in the Episcopal Church is preferred, though not required.
- Experience with organizational calendars and scheduling strongly preferred.
- Proficiency with desktop publishing tools (such as Adobe InDesign, Illustrator, or Microsoft Publisher) is helpful.

Physical Requirements & Work Environment:

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. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, see, or hear. The employee must occasionally lift and/or move up to 25 pounds.

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Thomas Church and Choir School. We are an equal opportunity employer and do not discriminate in employment decisions and practices on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, or any disability that can be reasonably accommodated in the administration of its various programs and policies, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.

Any offer of employment is conditioned upon the candidate successfully passing a background check, which may include initial credit, motor vehicle record, public record, prior employment verification, and criminal background checks. Results of the background check are individually reviewed with consideration of the nature and gravity of the background history and the job offered. Any offer of employment will include further information.

Application Process:

Interested applicants should submit a one-page letter expressing why they wish to apply and how their skills would meet the job description, their resume, and a list of three references to:

jobs@saintthomaschurch.org with **Head Verger** in the subject line. Incomplete materials will not be reviewed. **Application deadline July 15, 2025**