SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

HEAD SACRISTAN

DEPARTMENT:

Worship & Liturgy

REPORTS TO:

Associate for Worship & Liturgy

WORK HOURS:

30 HRS/WK

WHOM WE SEEK:

The Head Sacristan assists in the oversight and coordination of all worship services at Saint Michael. This involves helping implement weekly worship services, seasonal and holiday worship services (e.g., Holy Week, Christmas, etc.), all pastoral services (e.g., weddings, funerals, etc.), and special events. The Head Sacristan further helps ensure effective communication and cooperation between the various ministries (professional and volunteer) that participate in and contribute to worship services (e.g., music, vergers, acolytes, LEMS, lectors, etc.).

DUTIES AND RESPONSIBILITIES:

- Assist engagement efforts by helping recruit, train, and deploy lay ministers for ministries that support worship services (e.g., vergers, acolytes, LEMs, lectors, etc.)

- Help ensure all worship services are appropriately staffed with necessary ministers, including weekly services, seasonal services, and pastoral services by maintaining lay ministry service schedules.

- Help coordinate pastoral and special services by coordinating logistics, helping provide hospitality, and supporting staff and volunteers involved in these services.

- Liaise with Altar Guild in maintenance of all liturgical appointments and paraphernalia (e.g., vestments, worship supplies and resources, etc.)

- Liaise with other departments (e.g., Music, AV, Operations, etc.) involved in worship services to ensure effective communication and collaboration.

Saint Michael and All Angels is an embracing and engaging community of faith living our Baptismal Covenant.

With God's help, we:

† Pray and worship,

† Teach and learn the faith,

† Seek and offer forgiveness and reconciliation,

† Proclaim the faith by word and deed,

† Engage all parishioners in the generous sharing of God's gifts,

† Seek and serve Christ in all persons, loving our neighbors, far and near,

† Strive for justice and peace for everyone.

† Are guided by scripture, tradition, and inspired reason.

Core Focus:
Build Christian disciples for a transformed community.

WE EXPECT OUR HEAD SACRISTAN WILL BE:

- Be committed to our core focus (building Christian disciples for a transformed community)

- Embody our core values (collaborative, loyal, effective, kind, and growth-oriented)

- Be comfortable working in a high-demand, high-performance environment

- Be strongly committed to on-going professional growth and development

CORE COMPETENCIES:

- Demonstrated success helping coordinate worship services for larger congregations

- Demonstrated familiarity with Episcopal liturgical resources (print and digital)

- Demonstrated history of excellent communication skills (written, oral, and digital)

- Ability to be productive while collaborating with others and while working alone

If you would like to apply, please submit a letter of interest and résumé to Melisa Bray, Assistant to Operations, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or mbray@saintmichael.org (reference "Head Sacristan" in the subject line). No phone calls, please.

Salary and benefits are competitive and commensurate with experience.

OUR HISTORY

SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

At the end of World War II, the Rt. Rev. Harry T. Moore, Bishop of the Diocese of Dallas, established a new parish for the growing area then referred to as "North Dallas." A group of 32 people met for their first worship service on a hot August Sunday in 1945 at the University Park YMCA.

Since its humble beginnings, Saint Michael has grown to become one of the largest Episcopal churches in the United States, serving nearly 6,000 communicants. In 1948, our founders built a Gothic stone structure, which is now the Saint Michael Chapel. Later, a two-story church-school building was added and over the intervening years the campus was expanded to meet the needs of new ministries and increasing attendance.

Today, Saint Michael is surrounded by high-rise office towers and retail shops to its north and east, and residential communities to its south and west.

We believe that people are drawn to the parish for the same reasons our founders sought to establish the church more than 75 years ago. People come to Saint Michael and All Angels to worship God in the dignified beauty of the liturgy and the music, seeking the sacraments and Christian Formation for their children and themselves. They come to be comforted and reconciled, and to be inspired to live out their baptismal vows in service to God and neighbor, expressing a Christian faith that does not require one to disengage their God-given mind. They come to find supportive Christian friends who are loyal companions and who stand by them in sorrow and in joy.

OUR CITY

DALLAS, TEXAS

Dallas is a vibrant city, the commercial and cultural hub of a wide area of North Texas. It is a cosmopolitan city, the ninth largest in the U.S., and the seat of Dallas County, which includes 26 cities and a population of 2.7 million. The larger Dallas-Fort Worth-Arlington area, known as the Metroplex, is home to 7.5 million people and is the fourth largest metropolitan area in the country. Our Park Cities area and surrounding neighborhoods annually see nearly 10 thousand new residents moving to the community.

Dallas, long known as "Big D," was founded in 1841 as a trading post on the Trinity River and has grown into a financial, business, and cultural center. The Metroplex has the largest concentration of publicly traded companies in the U.S. The cultural assets range from a downtown arts district, a world-class symphony orchestra, an arboretum, a zoo, and the annual State Fair of Texas. Dallas is known as a sports center, boasting five major professional teams. The area also includes a number of higher education institutions, such as Southern Methodist University, the University of Texas at Dallas, and the University of Texas Southwestern Medical Center.

Saint Michael and All Angels
Episcopal Church
8011 Douglas Avenue
Dallas, Texas 75225

www.saintmichael.org