



HOLY TRINITY CATHEDRAL

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PARISH BULLETIN

Come and worship with us!

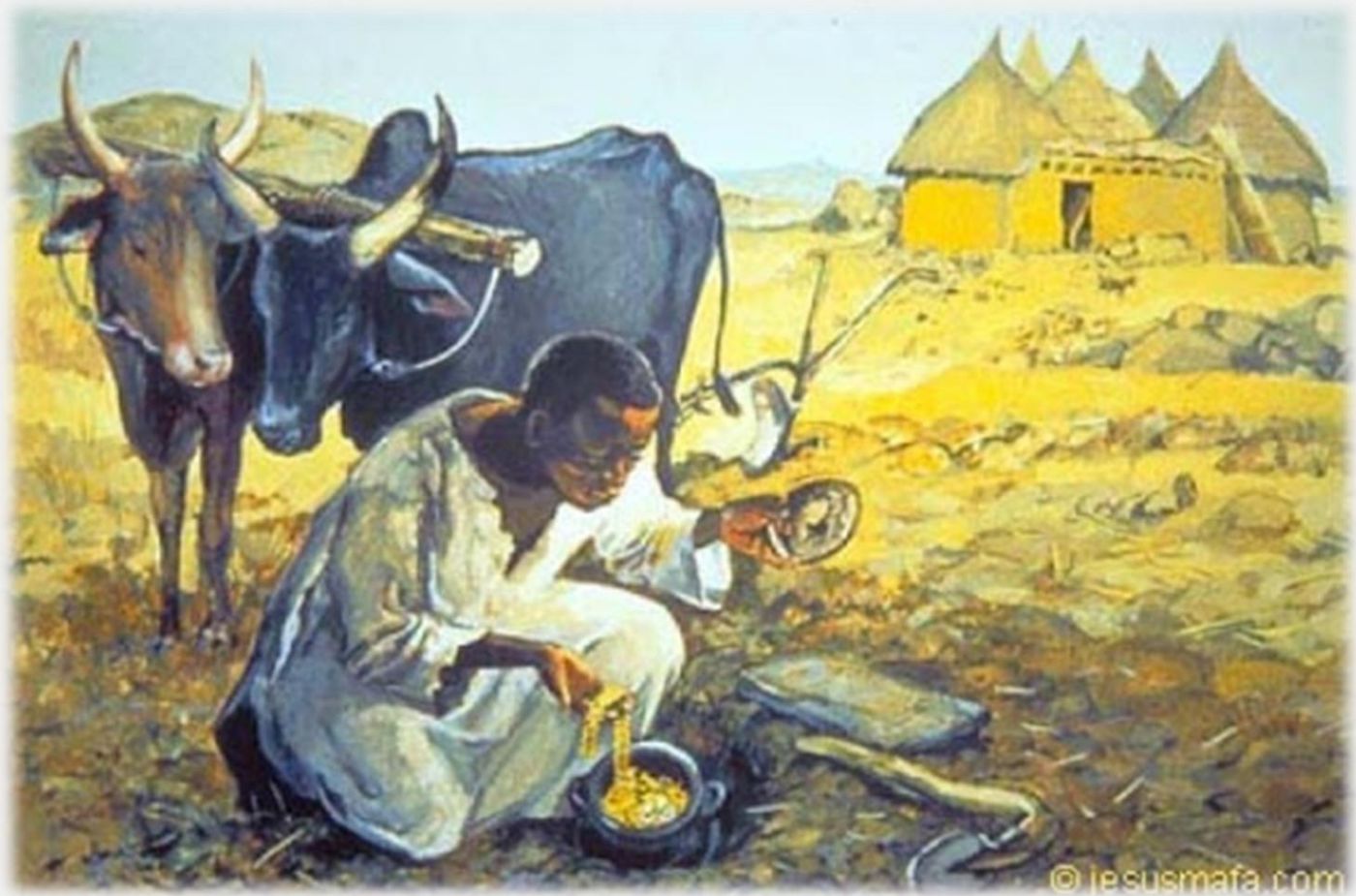
CELEBRATION OF THE HOLY EUCHARIST

SATURDAYS: 5:00 PM | SUNDAY MORNING: 6:00AM & 8:00AM

FAMILY SERVICE

FOURTH SUNDAY OF THE MONTH: 11:00AM

NINTH SUNDAY AFTER PENTECOST
PROPER 12
SUNDAY JULY 26, 2026 – 6:00AM & 9:00AM
YEAR A



ORDER OF SERVICE

Solemn Eucharist: 6:00 AM

Introit Hymn	<i>Righteousness, peace, joy in the Holy Ghost</i>	<i>bulletin</i>
Opening Sentence		BCP, 98
The Invocation & Collect for Purity		BCP, 101
Kyrie and Gloria		BCP, 102

Youth Service: 9:00AM

Welcome

Processional Dance

Praise and Worship Songs (9:00am)	<i>Choruses</i>	<i>bulletin</i>
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All Services

The Collect: Ninth Sunday after Pentecost - Proper 12	BCP, 176
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THE MINISTRY OF THE WORD

The First Lesson:	1 Kings 3:5-12	(6:00am only)	
Psalm	119:129-136		BCP, 636
The Epistle:	Romans 8:26-39		
The Sequence Hymn:		<i>Seek ye first</i>	CPWI # 851
The Gospel:	Matthew 13:31-33,44-52		
The Sermon			
The Nicene Creed		(6:00am) <i>We believe in God the Father</i> (9:00am) Youth Creed	CPWI # 561 bulletin
The Intercession:		Youth Intercessory Prayers	bulletin
Act of Penitence:		Form A	BCP, 123
The Greeting of Peace:		Form C	BCP, 125

THE PRESENTATION OF THE OFFERINGS

The Offertory Hymn:	<i>I am thine, oh Lord</i>	CPWI # 522
The Offertory Prayer: Form B		BCP, 126
The Doxology		Bulletin

THE EUCHARIST

Proper Preface:	Of God the Spirit	BCP, 131
The Eucharistic Prayer:	Form C	BCP, 137
The Distribution of Holy Communion:	<i>Let us enter into covenant</i>	CPWI # 604
The Post-Communion Prayer		BCP, 148

THE DISMISSAL

The Final Blessing		
Recessional Hymn:	<i>I come to the cross</i>	CPWI # 523

THE PREPARATION

INTROIT HYMN: *Righteousness, peace, joy in the Holy Ghost*

Refrain

Righteousness, Peace, Joy in The Holy Ghost

Righteousness, Peace And Joy in The Holy Ghost

That's The Kingdom Of God (x2)

There's Peace In The Kingdom
So Much Peace In The Kingdom
There's Peace In The Kingdom
Come On Everybody

Don't You Want To Be A Part Of The Kingdom
Don't You Want To Be A Part Of The Kingdom
Don't You Want To Be A Part Of The Kingdom
Come On Everybody (x2) *Refrain.*

There's Joy In The Kingdom
So Much Joy In The Kingdom
There's Joy In The Kingdom
Come On Everybody *Refrain.*

There's Love In The Kingdom
So Much Love In The Kingdom
There's Love In The Kingdom
Come On Everybody

Don't You Want To Be A Part Of The Kingdom
Don't You Want To Be A Part Of The Kingdom
Don't You Want To Be A Part Of The Kingdom
Come On Everybody (x2)

OPENING SENTENCES: Let us rekindle the gift of God that is within us receiving the Spirit of power, love and self-discipline given to us by God. *2 Timothy 1:6-7.*

PRESIDENT: Blessed be God: Father, Son and Holy Spirit. Alleluia! Alleluia!

ALL: And blessed be His Kingdom, now and forever. Amen. Alleluia! Alleluia!

COLLECT FOR PURITY: (6:00AM ONLY) Almighty God, to you all hearts are open, all desires known, and from you no secrets are hid: cleanse the thoughts of our hearts by the inspiration of your Holy Spirit, that we may perfectly love you, and worthily magnify your Holy Name, through Christ our Lord. AMEN.

THE KYRIE: (6:00AM ONLY)

Lord, have mercy

Christ, have mercy

Lord, have mercy

Lord, have mercy

Christ, have mercy

Lord, have mercy

THE GLORIA: (6:00AM ONLY)

Glory to God in the highest, and peace to His people on earth. Lord God, heavenly King, almighty God and Father, we worship you, we give you thanks, we praise you for your glory. Lord Jesus Christ, only Son of the Father, Lord God, Lamb of God, you take away the sin of the world: have mercy on us; you are seated at the right hand of the Father: receive our prayer. For you alone are the Holy One; you alone are the Lord: you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

THE WELCOME: (9:00AM ONLY)

Good morning and welcome to On Fire for Jesus. Today on this ninth Sunday after Pentecost, we celebrate the Holy Eucharist in song, word and prayer using the readings for Proper 12. From these readings, we hope to share with you what it means to '**Be on fire for Jesus Christ: Consistently seeking the Holy Spirit**'. With our Psalm, you will hear an expression of deep passion for God's Word, a plea for spiritual protection, and profound sorrow over sin. With our Romans reading, we see the Holy Spirit help believers pray when they are weak and assure readers that God works all things together for our good. Lastly, in our Gospel according to Matthew, Jesus teaches that God's Kingdom starts very small, but grows huge and that the kingdom of God is valuable.

Now let us rekindle the gift of God that is within us, receiving the Spirit of power, love and self-discipline given to us by God.

SONGS OF WORSHIP: (9:00AM ONLY) – STARTING WITH RIGHTEOUSNESS, PEACE, JOY IN THE HOLY GHOST FOLLOWED BY CHORUSES

THE COLLECT FOR THE NINTH SUNDAY AFTER PENTECOST - PROPER 12: O God, the protector of all who trust in you, without whom nothing is strong, nothing is holy: Increase and multiply upon us your mercy, that, with you as our ruler and guide, we may so pass through things temporal, that we lose not the things eternal; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. *Amen.*

THE MINISTRY OF THE WORD
(The congregation sits for the readings)

THE FIRST READING: 1 KINGS 3:5-12

A reading from the Word of God written in First Kings

6:00AM TEVIN TITUS

At Gibeon the Lord appeared to Solomon in a dream by night; and God said, “Ask what I should give you.” And Solomon said, “You have shown great and steadfast love to your servant my father David, because he walked before you in faithfulness, in righteousness, and in uprightness of heart toward you; and you have kept for him this great and steadfast love, and have given him a son to sit on his throne today. And now, O Lord my God, you have made your servant king in place of my father David, although I am only a little child; I do not know how to go out or come in. And your servant is in the midst of the people whom you have chosen, a great people, so numerous they cannot be numbered or counted. Give your servant therefore an understanding mind to govern your people, able to discern between good and evil; for who can govern this your great people?” It pleased the Lord that Solomon had asked this. God said to him, “Because you have asked this, and have not asked for yourself long life or riches, or for the life of your enemies, but have asked for yourself understanding to discern what is right, I now do according to your word. Indeed I give you a wise and discerning mind; no one like you has been before you and no one like you shall arise after you.

Reader: The Word of the Lord

All: Thanks be to God

PSALM 119:129-136

6:00AM TISHONNE FRANCIS

9:00AM BRENDON TAYLOR & JAELE CRICHLAW

129-130. God’s word is a testimony of His greatness, it guides us through like a lit path, becoming second nature with our spirit imparting wisdom so that even in our simpleness we can understand.

131-132. God’s word opens my mouth; it is the wonderful fullness of God’s grace that is turned on me. It makes me want to follow His commandments because God is gracious to those who love His word

Response: God’s Word is a lantern to my feet and the light of my path.

133-134. God’s word keeps me steady as He promised, it redeems me from the oppression of humanity. It releases sins’ power over me, because of this I wish to keep them.

135-136. But I pray, God, that you shine your face upon me and teach me how to always keep your word. Because when others rebel and ignore it, it brings tears to my face.

Response: God’s Word is a lantern to my feet and the light of my path.

THE EPISTLE: ROMANS 8:26-39

A reading from the Word of God written in Paul's letter to the Romans

6:00AM TISHONNE FRANCIS

9:00AM BRENDON TAYLOR & JAELE CRICLOW

When we are weak the Spirit of God is there to help us. When we find ourselves not knowing how to pray this is where the Spirit comes in. The Spirit intercedes for us with groaning too deep for words. God searches our hearts and knows our Spirit, He knows how we think, and it is by His will that he intercedes on behalf of His chosen. Because if you love God all things work out for the better as was promised for His elected. Because God knew us, our lives were predestined to mirror the image of Christ, to be as the firstborn among all the other elected. And as His elect we were called, and as we have been called, we are justified, and as we are justified, we are glorified. So, I ask? If God is for us, who is against us? If God gave His own Son, would He not also give us in grace all things? Can anyone harm those who have been called by God? Jesus died, was raised from the dead, and sits at God's right hand and because of this He is interceding for us. Therefore, know because of this that there is nothing nor anyone that can separate us from the love of God. Not even those things written in the Psalm 44: 22, 'we are being killed all day long and accounted as sheep for the slaughter'. None of these things have power over us, because our victory is in Christ who loved us. Therefore nothing existing earthly or by man can separate us from God's love.

Reader: The Word of the Lord

All: Thanks be to God

The congregation stands for the sequence hymn

Sequence Hymn: CPWI # 851 Seek ye first

Seek ye first the kingdom of God, and his
righteousness, and all these things shall be added
unto you. Allelu, alleluia.

alleluia. into the wine of grace.

Ask and it shall be given unto you, seek and ye shall
find; knock and the door shall be opened up to you.
Allelu, alleluia.

Man shall not live by bread alone, but by every word
that proceeds from the mouth of God. Allelu,

GOSPEL ACCLAMATION: THE ALLELUIA CHORUS

A reading from the Holy Gospel according to Matthew

ALL stand for the Gospel

All: Glory to Christ our Saviour.

THE GOSPEL: MATTHEW 13:31-33, 44-52

Jesus put before them another parable: "The kingdom of heaven is like a mustard seed that someone took and sowed in his field; it is the smallest of all the seeds, but when it has grown it is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches." He told them another parable: "The kingdom of heaven is like yeast that a woman took and mixed in with three measures of flour until all of it was leavened." "The kingdom of heaven is like treasure hidden in a field, which a man found and reburied; then in his joy he goes and sells all that he has and buys that field. "Again, the kingdom of heaven is like a merchant in search of fine pearls; on finding one pearl of great value, he went and sold all that he had and bought it. "Again, the kingdom of heaven is like a net that was thrown into the sea and caught fish of every kind; when it was full, they drew it ashore, sat down, and put the good into baskets but threw out the bad. So, it will be at the end of the age. The angels will come out and separate the evil from the righteous and throw them into the furnace of fire, where there will be weeping and gnashing of teeth. "Have you understood all this?" They answered, "Yes." And he said to them, "Therefore every scribe who has become a disciple in the kingdom of heaven is like the master of a household who brings out of his treasure what is new and what is old."

Reader: The Gospel of Christ

All: Praise to Christ our Lord.

SAN MATEO 13:31-33,44-52

Jesús también les contó esta parábola: «El reino de los cielos es como una semilla de mostaza que un hombre siembra en su campo. Es, por cierto, la más pequeña de todas las semillas; pero cuando crece, se hace más grande que las otras plantas del huerto, y llega a ser como un árbol, tan grande que las aves van y se posan en sus ramas.» También les contó esta parábola: «El reino de los cielos es como la levadura que una mujer mezcla con tres medidas de harina para hacer fermentar toda la masa.» [...] »El reino de los cielos es como un tesoro escondido en un terreno. Un hombre encuentra el tesoro, y lo vuelve a esconder allí mismo; lleno de alegría, va y vende todo lo que tiene, y compra ese terreno. »Sucede también con el reino de los cielos como con un comerciante que andaba buscando perlas finas; cuando encontró una de mucho valor, fue y vendió todo lo que tenía, y compró esa perla. »Sucede también con el reino de los cielos como con la red que se echa al mar y recoge toda clase de pescado. Cuando la red se llena, los pescadores la sacan a la playa, donde se sientan a escoger el pescado; guardan el bueno en canastas y tiran el malo. Así también sucederá al fin del mundo: saldrán los ángeles para separar a los malos de los buenos, y echarán a los malos en el horno de fuego. Entonces vendrán el llanto y la desesperación.» Jesús preguntó: —¿Entienden ustedes todo esto? —Sí —contestaron ellos. Entonces Jesús les dijo: —Cuando un maestro de la ley se instruye acerca del reino de los cielos, se parece al dueño de una casa, que de lo que tiene guardado sabe sacar cosas nuevas y cosas viejas.

El Evangelio del Señor.

Todos: Te alabamos, Cristo Señor.

THE SERMON

RODNEY CRAWFORD (W. LYSE SEALY & KELSEY RIVERS)

THE NICENE CREED (6:00AM ONLY) CPWI, 561

We believe in God the Father,
God almighty, by whose plan
earth and heaven sprang to being,
all created things began.
upon whom the Spirit came.

Christ, who on the cross forsaken,
like a lamb to slaughter led,
suffered under Pontius Pilate,
he descended to the dead.
We believe in Jesus risen,
heaven's king to rule and reign,
to the Father's side ascended
till as judge he comes again.

(Everyone stands for the Creed and the Prayers)

We believe in Christ the Saviour,
Son of God in human frame,
Virgin-born, the child of Mary

We believe in God the Spirit;
in one church, below, above:
saints of God in one communion,
one in holiness and love.
So by faith, our sins forgiven,
Christ our Saviour, Lord and friend,
we shall rise with him in glory
to the life that knows no end.

THE NICENE CREED

YOUTH CREED

9:00AM ONLY ALYSSA MANSANO

We believe in GOD, who is Omnipotent and omnipresent. God is the supreme being, eternal and mighty, creator of things seen and unseen. God answers prayers, heals and protects all creatures and beings. God is in control. We believe in JESUS Christ, the Son of God, Saviour of humanity. He is our Lord, who delivers and rescues us from evil. He is the pillar of peace, hope and love. He was born to Mary and Joseph and lived an ordinary life until 30. He fasted in the wilderness for 40 days and 40 nights, resisting temptation. His was a sinless life and His miracles proclaimed the kingdom of God. His ministry was a cure for sin. Jesus preached to all, healed the sick and cared for the poor. He unifies all His people and atones for their sins. We believe that God sent His only Son to show the ultimate sacrifice on the cross. He was tortured and humiliated so that we all are saved from sin and its consequences, a demonstration of God's mercy upon us. After the crucifixion and burial, Jesus came back to

life on the 3rd day, defeating Satan's treacherous plans. Jesus ascended in heaven where souls are finally at peace in the Kingdom of God, where we are intended to live. We believe in the HOLY SPIRIT of Truth, the presence of God and the 3rd person of the Holy Trinity. The Holy Spirit comforts, empowers and transforms us to follow the way of Christ. We believe that we are intentionally made and are God's children. We believe in the sanctuary where God's spirit lives, a place of worship for the living body of Christ. We acknowledge that sin is an infection upon humanity and separates us from God. However, when we forgive others, we turn towards compassion, acceptance and the will to let go of the hurt and pain. Just as we forgive others, God will forgive us. **AMEN.**

INTERCESSORY PRAYERS: YOUTH INTERCESSORY PRAYER

6:00AM JEAN PAUL BARRIMOND

9:00AM NICHOLAS CRAWFORD

We Pray For:

THE ANGLICAN COMMUNION: The Right Reverend & Right Honourable Dame Sarah Mullally, Archbishop of Canterbury and The Anglican Church of Tanzania.

THE PROVINCE: The Most Reverend Philip Wright, Archbishop, and The Diocese of The Bahamas & The Turks & Caicos Islands, The Rt. Rev Laish Boyd Sr., Diocesan Bishop

THE DIOCESE: The Rt. Rev Claude Berkley, Diocesan Bishop. The Parish of St. Andrew, Scarborough, Tobago, The Rev Patricia St Bernard priest in charge; Bishop's High School, St Andrew AC Primary School, Hope Anglican Primary School, Whim Anglican Primary School, Scarborough General Hospital; and Diocesan Seminarians: Maia Williams, Tishonne Francis, and Stephen Jones.

THE PARISH: The Clergy, the Vestry, our Children, Youth and Young Adults, Sunday School, Servers, TAGS, schools and communities within our parish boundaries, the City Corporation, and the Mayor of Port of Spain.

THANKSGIVINGS AND ANNIVERSARIES:

Birthdays: Alona Edwards, Shelley-Ann Tenia, Khalisha Williams, Stephen Jones, Dana Placide-Ogbuefi, Joshua Phillip, Tieann Alexander, Da'Sharia Jeffers.

Baptism: Frances Joseph.

Confirmation: Gwendolyn Roberts.

Marriage: Donna and Dexter Sealy

Recently Departed: Eastlyn Dillon, Wallace Forde, Michael Clarke, Elise Grant, Gloria Rogers

Anniversary of Death: Rev Egbert Thomas 10th, Barbara-Ann Reid-James 6th, Derek Williams 4th. May they rest in peace.

INTERCESSORY PRAYERS:

Youth Intercessory Prayer

LEADER: To God our heavenly Father who said suffer the little children on to me, hear our prayer and keep us in your saving grace. In you we abide as you abide in us so in faith we pray for the Church, the World and the goodness of Christ.

LEADER: Father, we pray for your Church, not only for the building but also for the people of Christ, that we may continue to work together and worship together. We pray that as your beloved children we continue to love each other.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we pray for our Bishop the Right Reverend Claude Berkley, retired Bishops, Priests and Deacons. Give them the continued strength, wisdom and prosperity to serve your people as you have ordained them to. We also pray for our Lay Ministers who have answered the call to serve your people.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we pray for our communities and families, help us to live in communion with each other as we are faithful witnesses of Christ. Help us to see each other as you do, wonderfully made in your image, and show us how to appreciate the life we have with each other.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we thank you for our teachers, principals and for the gift of learning. We pray that you equip our teachers and schools with the necessary tools to provide the next generation with the knowledge and skills needed to carry our nation forward. We also pray that you give us, the students, the ability to understand what is taught and to use what is learnt in the future.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we pray for the people who are responsible for our youth and young adults. Help them to guide our young people to grow in their relationship with you and to grow their relationship with their peers and their families. We also pray that the guidance given to us can help us to reach our full potential as you have designed for us.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we pray for the sick and suffering. We pray that you help them overcome their sickness. For every problem that comes their way we pray that you give them strength and courage to face it with your grace. We ask for continued healing and mercy for them and their families.

LEADER: Lord in your love

ALL: Hear our prayer

LEADER: Father, we pray for the departed. May their souls come to rest in your heavenly kingdom and stand in glory with your saints and apostles. We pray that your light will forever shine upon them and may their souls stay in eternal peace. We pray also for their families and friends who may struggle with their loss. We ask that you hold them firmly in your embrace and help them to find comfort that their loved ones have found joy and happiness at your side.

LEADER: Lord in your love

ALL: Hear our prayer

YOUTH PRAYER: God our Father, we pray for our young people growing up in an unstable and confusing world. Show them that your ways give more meaning to life than the ways of the world, and that following you is better than chasing after selfish goals. Help them to take failure not as a measure of their worth, but as a chance for a new start. Give them strength to hold their faith in you, and to keep alive their joy in your creation; through Jesus Christ our Lord. **Amen.**

PRAYER FOR RESTORATION: Heavenly Father, you hear the call of sinners who turn to you seeking to do your will; Look with gracious love and compassion on all who seek and work towards the restoration of this house of prayer. Send your Holy Spirit to help fix our attention, not on things seen, but on things that are unseen. May we become as living stones and let ourselves be used in building the spiritual temple where we will serve as a royal priesthood, a holy nation to offer acceptable sacrifices to God through Jesus Christ our Lord. **Amen.**

LEADER: Father accept these prayers of your beloved children through Jesus Christ our Lord and Saviour.

ALL: AMEN.

THE SICK, HOMEBOUND, THE DISTRESSED OR THOSE IN TROUBLE

Amryl Kellar	Gertrude Roberts	Valarie Baptiste
Alona Edwards	Ernest Motley	Patrick Mikhail Roberts
Angela Sealy	Gordon Howell	Lorna Dowers
Arlene St. Louis	Gregory Bailey	Lorna Skinner
Barbara Brereton	Greta Julien	Lovetta Brizan
Barbara Hull	Yolanda Drayton	Marlene Jacob
Bernice Felix	Wesley Phillip	Mertie Dash
Brendon Taylor	Jean Cadogan	Michele Clavery
Carole Clyne	Jenifer Dick	Mr. & Mrs. Doyle
Celia Jack	Jennifer Francis	Myrtle Gomes
Che Bernard	Julianna Amarali	Neila Tidd
Christine Davis	Keith Dick	Nolder Pierre
David Thomas	Kizzy David	Yolande Gooding
Doreen Bayley	Sylma Smith	Akesha Edwards
Eastlyn Brathwaite	The Rev Canon Ronald Branche	Mona Charles
Eileen Alphonse	Ulric Munroe	Norma James
Eileen Cuffy	Pearl Darmanie	Olga Went
Eileen Staple	Reomero Roopsingh	Otis Boxhill
Esmie Bruce	Rev. Cheryl Mottley	Simone Bailey
Esther Marie Jones-Moore	Patricia Thomas-Williams	Norma Lewis
Florencia Maharaj	Wendell John	Franklyn Edwards
Suresh Balliram	Gemma Balliram	

THE ACT OF PENITENCE

FORM A

BCP, 124

PRESIDENT: If we say we have no sin, we deceive ourselves, and the truth is not in us. If we confess our sins, God is faithful and just, and will forgive our sins, and cleanse us from all unrighteousness.

A period of silence shall be kept.

PRESIDENT: Let us therefore confess our sins.

Almighty God, our Heavenly Father, we have sinned against you and one another, in thought, word and deed, and in what we have left undone. We are sorry and repent of all our sins. For your Son, our Lord Jesus Christ's sake, forgive us all that is past, and grant that we may serve you in newness of life to the glory of your Name. Amen.

THE ABSOLUTION

Everyone stands

PRESIDENT: Almighty God, have mercy upon you, pardon and deliver you from all your sins, confirm and strengthen you in all goodness, and keep you in life eternal; through Jesus Christ our Lord. **ALL Amen.**

The Greeting of Peace

Form C

BCP, 125

PRESIDENT: The Kingdom of God is justice, peace, and joy, inspired by the Holy Spirit.

ALL: They who thus serve Christ are acceptable to God and approved by others.

PRESIDENT: The peace of the Lord be always with you.

ALL: And also with you.

PEACE: Greet somebody/I love you (9:00AM)

Won't you greet somebody in Jesus' name,
Won't you tell them that you love them in Jesus'
name
Tell them we can work together in Jesus' name

Everybody smile, Jesus loves you
Everybody smile, Jesus loves you.
I love you and God loves you and that's the way it
should be (**Repeat x2**)

THE PRESENTATION OF THE OFFERINGS

The Offertory Hymn: CPWI # 522 I am thine oh Lord

I am thine, O Lord, I have heard thy voice,
and it told thy love to me;
but I long to rise in the arms of faith,
and be closer drawn to thee.

Refrain

***Draw me nearer, nearer, blessed Lord,
to the cross where thou hast died,
draw me nearer, nearer, nearer, blessed
Lord, to thy precious, bleeding side.***

Consecrate me now to thy service, Lord,
by the power of grace divine;

let my soul look up with a steadfast hope,
and my will be lost in thine. ***Refrain***

Oh, the pure delight of a single hour
that before thy throne I spend,
when I kneel in prayer, and with thee, my
God, I commune as friend with friend!
Refrain

There are depths of love that I cannot know
till I cross the narrow sea;
there are heights of joy that I may not reach
till I rest in peace with thee. ***Refrain***

**ABSOLUTELY NO MOVING AROUND OR IDLE CHATTER AT THIS TIME. SILENCE AND
REVERENCE ARE REQUIRED AS THIS IS THE MOST SACRED TIME OF OUR WORSHIP**

The Offertory Prayer: Form B

Everyone stands

BCP, 126

PRESIDENT AND PEOPLE:

Father, we offer to you these gifts which you have given us; this bread this wine this money. With them we offer ourselves, our lives, and our work, to become through your Holy Spirit a reasonable, holy, and lively sacrifice. As this bread and wine become the body and blood of Christ, so may we and all your people become channels of your love; through the same Christ our Lord. Amen.

THE DOXOLOGY: Praise God, from whom all blessings flow; Praise Him, all creatures here below; Praise Him above, ye heav'nly host; Praise Father, Son, and Holy Ghost. AMEN.

THE EUCHARIST

PRESIDENT: The Lord be with you.

All: And also with you.

PRESIDENT: Lift up your hearts.

All: We lift them up to the Lord.

PRESIDENT: Let us give thanks to the Lord our God.

All: It is right to give God thanks and praise.

PRESIDENT: It is right, and a good and joyful thing, always and everywhere to give you thanks, Father almighty, everlasting God: For by water and the Holy Spirit, you have made us a new people in Jesus Christ or Lord, to show forth your glory in all the world. Therefore, we praise you, joining our voices with angels and

archangels and with all the company of heaven, who forever sing this hymn to proclaim the glory of your Name:

THE SANCTUS (6:00AM)

Holy, holy, holy Lord, God of power and might; heaven and earth are full of your glory, Hosanna in the highest. Blessed is He who comes in the name of the Lord. Hosanna in the highest.

(9:00AM)

**Holy, Holy, Holy Lord (Holy Lord)
Lord God of power and might (power and might)
Heaven and earth are full, are full of Your glory**

**Blessed is He who comes (He who comes)
In the name of the Lord our God (Lord our God)
Blessed is He who comes (He who comes)
In the name of the Lord, our God**

Hosanna (Hosanna) x4

Hosanna (Hosanna) x4

Form C

BCP, 137

PRESIDENT: We give thanks to you Lord our God, for the goodness and love you have made known to us in creation; in calling Israel to be your people; in your Word spoken through the prophets: and above all in the Word made flesh, Jesus your Son. For in these last days you sent Him to be incarnate from the Virgin Mary, to be the Saviour and Redeemer of the world. In Him, you have delivered us from evil, and made us worthy to stand before you. In Him, you have brought us out of error into truth, out of sin into righteousness, out of death into life. For, on the night He was betrayed He took bread, and when He had given thanks to you, He broke it and gave it to His disciples and said: "Take this, and eat it: This is my Body which is given for you. Do this for the remembrance of me." And after supper He took the cup of wine: and when He had given thanks, He gave it to them and said: "Drink this, all of you: This is my Blood of the New Covenant, which is shed for you and for many for the forgiveness of sins. Whenever you drink it, do this for the remembrance of me."

PRESIDENT: Therefore, Father, according to His command:

ALL: We remember His death. We proclaim His resurrection. We await His coming in glory.

PRESIDENT: And we offer our sacrifice of praise and thanksgiving to you, Lord of all; presenting to you, from your creation, this bread and this wine. We pray you, gracious God, to send your Holy Spirit upon these gifts that they may be the sacrament of the Body of Christ and His Blood of the New Covenant. Unite us to your son in His sacrifice that we, made acceptable in Him, may be sanctified by the Holy Spirit. In the fullness of time, reconcile all things in Christ, and make them new, and bring us to that city of light where you dwell with all your sons and daughters; through Jesus Christ our Lord, the firstborn of all creation, the head of the church, and the author of our salvation: By whom, and with whom, and in whom, in the unity of the Holy Spirit, all honour and glory are yours, Almighty Father, now and ever.

ALL: Amen.

As our Saviour has taught us, so we pray:

Everyone stands

ALL: (6:00AM) Our Father in heaven hallowed be your Name; your kingdom come; your will be done on earth as in heaven. Give us today our daily bread. Forgive us our sins as we forgive those who sin against us. Save us from the time of trial and deliver us from evil. For the kingdom, the power, and the glory are yours now and forever. Amen.

(9:00AM)

**Our Father, who art in heaven
Holy, holy, holy be thy name
Our Father who art in heaven**

**Holy be thy name
Thy kingdom come on earth
Thy will be done on earth**

Thy kingdom come on earth
As it is in heaven

Give us this day our daily bread
Give us this day our daily bread
Give us this day our daily bread
Give us this day our daily bread

And forgive us our trespasses
And forgive us our trespasses
As we forgive those who trespass against us
Forgive us our trespasses

Our Father, who art in heaven
Holy, holy, holy be thy name
Our Father who art in heaven
Holy be thy name
Thy kingdom come on earth
Thy will be done on earth
Thy kingdom come on earth
As it is in heaven

Do not lead us into temptation

THE BREAKING OF THE BREAD

PRESIDENT: God of promise, You have prepared a Banquet for us.

ALL: Happy are those who are called to the supper of the Lamb.

THE AGNUS DEI (6:00AM)

Lamb of God, you take away the sin of the world: have mercy on us.

Lamb of God, you take away the sin of the world: have mercy on us.

Lamb of God, you take away the sin of the world: grant us peace.

(9:00AM)

Lamb of God, Lamb of God you take away the sin of the world (sins of the world): have mercy on us.

Lamb of God, Lamb of God you take away the sin of the world (sins of the world): have mercy on us.

Lamb of God, Lamb of God you take away the sin of the world (sins of the world): grant us, grant us peace.

PRESIDENT: The Gifts of God for the People of God.

ALL: Our souls will feast and be satisfied and we will sing glad songs of praise to Him

Communion Hymns: CPWI # 604 *Let us enter into covenant*

Let us enter into covenant with Christ,
celebrating the eucharist of love.

Lift up the chalice of the King.

Take a little bread and wine,

Refrain:

Do not lead us into temptation
And deliver us from all evil
Deliver us from all evil

And forgive us our trespasses
And forgive us our trespasses
As we forgive those who trespass against us
Forgive us our trespasses

Our Father, who art in heaven
Holy, holy, holy be thy name
Our Father who art in heaven
Holy be thy name
Thy kingdom come on earth
Thy will be done on earth
Thy kingdom come on earth
As it is in heaven

Amen, amen, amen
Amen, amen, amen
Amen, amen, amen
Amen, amen, amen

Alleluia! It's a sign of love!
Alleluia! It's a sign of peace!
Alleluia! It's the mystery of faith!
Alleluia! Amen!

Take the body and the blood of Christ,
in divine revelation of his love.
Be transformed, O my people, from your
sins, and eat and drink and live! **Refrain**

He is lifted to the throne on high
and will come again to rule all the world.
The saints who sleep in Christ shall rise,

Rejoice, O Zion, and be glad! **Refrain**

Jesus Christ is the Lamb of God
who takes away the sins of the world.
'He who comes to me
I shall not turn away'. **Refrain**

Come, you faithful, to the paradise of God,
to the marriage feast of the Lamb.
Eat manna from the tree of life;
You are washed in the blood of Christ!
Refrain

ABSOLUTELY NO MOVING AROUND OR IDLE CHATTER AT THIS TIME. SILENCE AND REVERENCE ARE REQUIRED AS THIS IS THE MOST SACRED TIME OF OUR WORSHIP

The Post Communion Prayer:

Everyone stands

BCP, 148

Eternal God and Heavenly Father, we thank you for feeding us with the Body and Blood of your Son Jesus Christ. Send us now into the world in peace and grant us strength and courage to love and serve you, and all persons in you, with gladness and singleness of heart, through your Son Jesus Christ our Lord. Amen.

The Blessing: May the Holy Spirit intercede for you when you are weak, Christ's love redeem you when you are broken, and the power of God burn in your heart that you may boldly proclaim God's word and do acts of mercy with compassion; and the blessing of God Almighty, the Father, the Son and the Holy Spirit, be among you and remain with you always. **ALL: Amen.**

Closing Hymn: CPWI # 523

I come to the cross

I come to the cross like a small boat sailing across
the reef,
and the calm of my Christ is waiting
behind the waves of grief.
Coming home, Jesus, coming home,
not going to sail no more.
Coming home, Lord, into heaven,
sailing to the promised shore.

I come to the cross like a sea-stone
wet in the Saviour's hand;
he will polish me for his glory
safe in the promised land.

Coming home, Jesus, coming home!
Not going to drown no more;
Coming home, Lord, into heaven,
home and dry on the shore.

I come to the cross like a river
folding down to the sea,
and the tide of love washes red-red
down from the cross to me.
Coming home, Jesus, coming home!
Not running down no more;
coming home, Lord, into heaven,
singing on the promised shore

NOTICES AND REMINDERS

GENERAL PARISH NOTICES

+ **HAPPY BIRTHDAY TO DEAN TENIA!** Thank you to all who celebrated with Dean Tenia on her 50th birthday!

+ **MOTHERS' UNION LUNCH:** Friday July 31, 2026 from 11:00am to 2:00pm. Cost: chicken - \$60.00 and Fish \$65.00. Tickets can be purchase from members of the Mothers' Union.

+ **FAREWELL SERVICE:** for Br. Stephen Jones on Monday August 3, 2026 at 6:00 pm.

+ **PRAYER GROUP:** Quiet Day on September 5th 2026, at the Holy Trinity Cathedral Chapel from 9:00am – 3:00pm.

+ **EMANCIPATION WEBINAR:** Wednesday 5th August, 2026 at 5pm in the Virtual Chapel. Speaker: Dr. Lovell Francis. Theme: Decolonize the Mind.

+ **INFORMATION FOR THE BULLETIN:** ALL entries or requests **must** be forwarded to the Parish Office via parishsec@htctt.org or **623-7271 Ext 2000** on or before **Wednesday 2:00pm** of the week of publication.

+ **ANGLICAN PRAYER BEADS:** are available for sale at \$100 per item. Interested people can place their order with Donna (767-7778) or Brenda (797-0543). Payment in part or in full is encouraged when the order is made.

+ **REDEEM COTTON NOTES:** Persons that are holders of cotton notes \$1, \$5, \$10, \$20, \$50 can bring them into the Parish Office and your donation will go towards the Cathedral Restoration.

Ways To Give

1. **Time:** call parishioners and check on them. Do a drive by visit.

2. **Food:** non-perishable food & toiletries.

3. **Finance** – tithes, thanksgiving offerings and general donations

Bank Name: First Citizens Bank, Independence Square

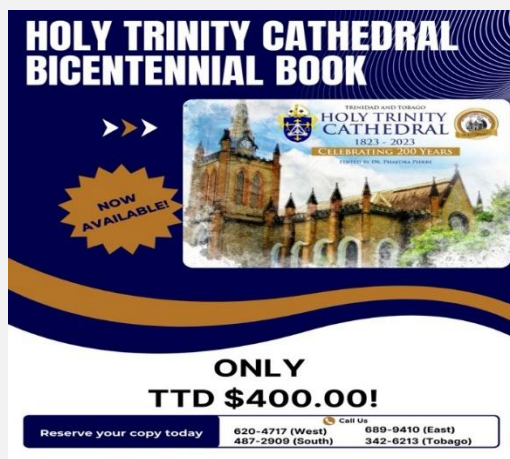
Account Name: INCOR TRUSTEES ANGLICAN DIOCESE T&T/HTC

Account Number: 1841214 **Note: Type the name as is: capitals, symbols and spacing.**

JULY MEETINGS & ACTIVITIES

26th 5:00pm Worship Preparation Session – HTC Chapel

SEPTEMBER MEETINGS



+ **GRAB YOUR COPY OF THIS HISTORICAL PUBLICATION** 📖 : A Legacy of Faith and Culture: Explore the historical and cultural significance of the Holy Trinity Cathedral (the Mother Church) in its bicentennial publication! This keepsake is available now for only **TTD \$400.00**. Contact 620-4717 (West), 689-9410 (East), 487-2909 (South) and 342-6213 (Tobago) for purchases. Hurry before they're all gone! **#historicalvoice #theologicalchoice #culturallyrejoice"**

+ **BICENTENNIAL MEMORABILIA:** are still available: T-shirts (\$65), Dri-fit Polos (\$150.00), Magnets (\$25), 4-port USB hubs (\$50), Rosaries (\$150, \$200, \$275 and \$460), Snippets & Secrets Booklet (\$20.00). Call 620-4717 or 683-2261 to order.

EARTHQUAKE SAFETY PROCEDURE

YOUR SAFETY IS EVERYONE'S RESPONSIBILITY
Please read and follow these instructions in the event of an earthquake.

DURING THE EARTHQUAKE	AFTER THE EARTHQUAKE
1. REMAIN CALM. Do not panic. 2. DROP, COVER, HOLD ON. • DROP to your hands and knees. • COVER your head and neck. • Take shelter under a sturdy table or desk if one is available. • HOLD ON to your shelter until the shaking stops. 3. If no table or desk is available, move away from windows, glass, mirrors, hanging objects, and tall furniture. Protect your head and neck with your arms. 4. Do not run outside during the shaking. 5. Do not use elevators. 6. If you are outdoors, move to an open area away from buildings, walls, trees, utility poles, and overhead wires. 7. If you are driving, safely pull over and remain inside your vehicle until the shaking stops.	1. Remain calm and be prepared for possible aftershocks. 2. Check yourself and those around you for injuries and report any emergencies immediately. 3. Follow instructions from the priest, event coordinator, safety officer, or emergency wardens. 4. If evacuation is necessary, proceed calmly to the designated assembly point. 5. Do not re-enter the building until it has been declared safe by the appropriate authorities. 6. Report any hazards such as damaged electrical equipment, gas leaks, fallen debris, or structural damage.

PERSONS REQUIRING ASSISTANCE

Please offer assistance to:

- Children
- Elderly persons
- Persons with disabilities
- Anyone who appears distressed or injured

REMEMBER:

DROP

➔

COVER

➔

HOLD ON

DESIGNATED ASSEMBLY POINT	EMERGENCY CONTACTS EMERGENCY SERVICES: 990 FIRE SERVICE: 990 AMBULANCE: 811 SAFETY OFFICER: _____	YOUR CALMNESS AND COOPERATION CAN SAVE LIVES! BE PREPARED. BE SAFE.
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A SAFE CHURCH IS A CARING CHURCH

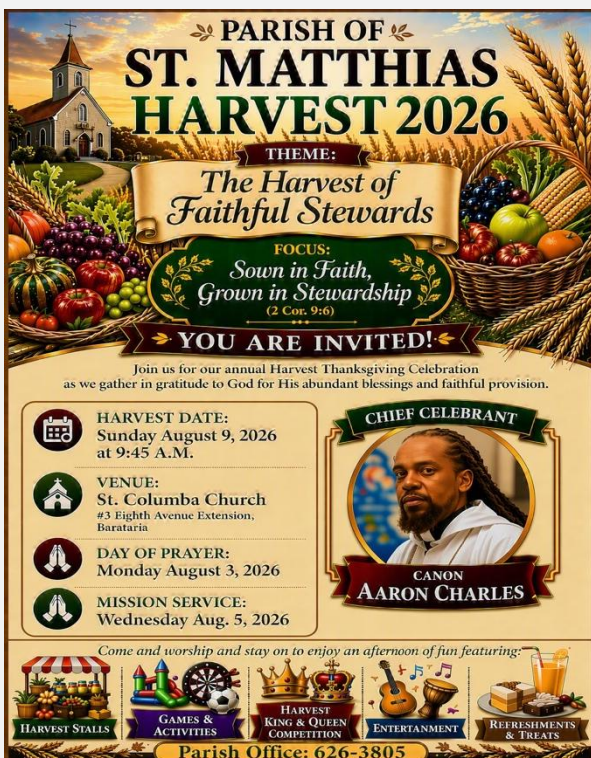
YOUTH MONTH ACTIVITIES:



+ **THE YOUTH AND YOUNG ADULT MINISTRY** is asking for contributions towards their trip to La Vega and persons interested in assisting can contact Keeley 760-8117 or Damali 681-811. Sponsor a Youth Today.

REGIONAL & DIOCESAN NOTICES

+ **SERVICE OF INSTALLATION** for Canon Aaron Charles and **Recognition** of Canon Eric Thompson as **Honorary Canon and Canon to the Ordinary on Tuesday August 4, 2026 at St. Michael and All Angels from 5:30pm**



+ **ST. MATTHIAS HARVEST 2026** at St. Columba Church, Barataria on Sunday August 4, 2026 at 9:45am.



**ST. MICHAEL AND ALL ANGELS
ANGLICAN CHURCH**
PRESENTS

A TASTE OF Christmas 2026

SUNDAY 26 JULY 2026
• 2 PM - 6 PM •

PARISH HALL GROUNDS
WENDY FITZWILLIAM BLVD.
DIAMOND VALE

Come celebrate
the joy of giving, community spirit
and a taste of Christmas!

ADMISSION FREE
Everyone is welcome!

STALLS & ATTRACTIONS

-  ENTERTAINMENT
-  CHRISTMAS IN A BOX
-  SANTA
-  SPIN "D" WHEEL
-  RAFFLE
-  HAMPERS
-  SORREL
-  GINGER BEER
-  BLACK CAKE
-  LOCAL SWEETS
-  TRINI FOODS:
CORN AND PIGTAIL,
DOUBLES
-  CHRISTMAS CRAFT

SO MUCH TO
LOOK FORWARD
TO!



MUSIC







STRONGER TOGETHER.
CELEBRATING FAITH & COMMUNITY.

 @saintmikeac

 **637-5183**
FOR MORE INFORMATION, CONTACT



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

ACCOUNTING OFFICER

1. POSITION OBJECTIVE

The Accounting Officer administers financial functions, including payroll processing, supplier payments, reconciliations, audits, and statutory benefits in accordance with relevant accounting standards, while coordinating with internal departments and external stakeholders to ensure accurate, compliant, and efficient departmental operations which support BATCE's overall mission and strategic goals.

2. KEY ACCOUNTABILITIES

- ❖ **Payroll Administration:** Processes monthly payroll and part-time staff timesheets, including statutory deductions, health and pension contributions, and staff loan reconciliations; preparing journals for QuickBooks upload, distributing payslips, reconciling Micropay accounts, and resolving discrepancies to ensure accurate, timely payments, statutory compliance, and confidentiality of payroll records.
- ❖ **Accounts Payable:** Processes supplier invoices and prepares payments in accordance with established procedures to ensure timely, accurate, and compliant disbursements supporting efficient financial operations and vendor relationships by verifying invoice details and supporting documents, maintaining payment schedules and reconciliations, uploading ACH files, sending remittance communications, and resolving vendor discrepancies.
- ❖ **Financial Reconciliation & Audit Support:** Maintains the accuracy, integrity, and audit readiness of financial records through general ledger management and monthly bank and balance sheet reconciliations in compliance with IFRS and internal control requirements by verifying and posting transactions, resolving variances, maintaining reconciliation files, and preparing audit schedules for Bursar review and submission to external auditors within prescribed timelines.
- ❖ **Statutory Employee Benefits Administration:** Administers NIS benefits (maternity, sickness, retirement) by accurately completing forms on time, responding to employee queries, and ensuring compliance with statutory and internal policies to ensure employees receive correct benefits and maintain regulatory and institutional compliance.
- ❖ **General Administration:** Assists with departmental operations by preparing job letters, coordinating with regulatory bodies and insurance providers for required licences and services, maintaining accurate records, and guiding Business Centre Assistants to ensure accurate QuickBooks postings and strong administrative and financial controls.

3. THE CANDIDATE

Education & Experience

- ❖ A Diploma or Associate Degree in Accounting, Finance, or Business Management from a recognised tertiary institution.
- ❖ Micropay Certification, QuickBooks (Online) Certification, Payroll Certification
- ❖ At least three years of relevant work experience in accounting, payroll and finance.
- ❖ General ledger management and reconciliations
- ❖ Payroll administration - calculating salaries, processing statutory deductions such as NIBTT and PAYE, generating payslips on the payroll software, Micropay or similar software.
- ❖ Experience in financial reporting and compliance.

Knowledge

- ❖ Sound knowledge of accounting principles and practices, including double-entry bookkeeping, financial reporting, and account reconciliations.
- ❖ Knowledge of Trinidad and Tobago statutory and payroll requirements.
- ❖ Familiarity with accounting and payroll systems.

Skills

- ❖ Proficiency in Microsoft Office Suite, QuickBooks, Micropay, or similar accounting/payroll software.
- ❖ Experience with bank reconciliations, accounts payable and receivable, payroll processing, and general ledger management.

Abilities

- ❖ Excellent analytical, problem-solving, and organizational skills.
- ❖ High level of accuracy and attention to detail.
- ❖ Ability to maintain confidentiality and exercise discretion.
- ❖ Ability to manage multiple priorities and meet strict deadlines.
- ❖ Ability to work independently and collaboratively in a team environment.

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 15, 2026



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

BURSAR

1. POSITION OBJECTIVE

The Bursar provides strategic and operational leadership for the financial management of BATCE to ensure effective budgeting, accurate financial reporting, regulatory compliance, and the efficient use of financial resources. The role oversees budgeting, revenue and cash flow management, payroll, vendor payments, financial reporting, and statutory compliance, while advising Principals and the Board on financial matters and supporting informed decision-making. This ensures financial sustainability, strong governance, uninterrupted school operations, and the timely delivery of high-quality financial services across the organisation. Provides administrative support in the day-to-day operations of the Human Resource Department in the areas identified.

2. KEY ACCOUNTABILITIES

- ❖ **Financial Planning, Budgeting & Compliance:** Prepares and monitors the annual budget to ensure effective financial planning and accurate reporting by coordinating the annual budgeting process with relevant stakeholders, overseeing the recording and reporting of income and expenditure, maintaining accounting records and financial reports, and ensuring adherence to Ministry of Education requirements, government financial regulations, and governance directives of the Bishop Anstey Association (BAA) and the Board of Management.
- ❖ **Strategic & Operational Support:** Advises the Principals and School Board on Financial matters regarding the effective management of the organisation's cashflows through coordination of funding requests, monitoring of bank balances, managing deposits & payments to maintain sufficient liquidity ensuring all financial obligations are met on a timely basis
- ❖ **Fees and Revenue Administration:** Oversees the monthly request and deposit of operational funds disbursed from the BAA to ensure effective cash flow management, manages the staff and other receivable accounts, oversees the collection of daily funds and manages deposit of funds to the organisation's Bankers and produces monthly financial reports and statements for the Board of Management.
- ❖ **Financial Reporting and Statutory Compliance:** Prepares and submits audited financial statements of BATCE within three months of year-end by providing complete and timely data to external auditors, to comply with statutory requirements and support regulatory and governance obligations.
- ❖ **Vendor payments:** Approval of vendor payments, petty cash disbursement, purchase order generation, ensuring proper protocols in accordance with approved purchase requisitions, contractual terms, and the Accounting Policies and Procedures Manual, to support uninterrupted school operations.
- ❖ **Payroll & Administrative Support:** Approval of payroll processing inclusive of remittance for salary deductions to the various agencies/institutions and ensures salaries and statutory deductions are paid on time in accordance with government regulations.
- ❖ **Team Leadership and Development:** Leads, coaches, and develops the Bursary team to ensure high-quality, confidential, and timely service delivery by delegating responsibilities appropriately, reviewing outputs, providing feedback, and performance management support, thereby maintaining a skilled, capable, and high-performing team.

3. THE CANDIDATE

Education & Experience

- ❖ BSc Accounting or Level 11 ACCA. Alternatively, BSc Management with concentration in accounting.
- ❖ Certificate in payroll management, project management, taxation and experience in customer service
- ❖ Minimum 7-10 years progressive experience in accounting & finance, encompassing production of financial statements/management accounts, statutory reporting, experience with reporting to a Board of Directors/Management, experienced in managing annual external audits.
- ❖ Minimum 5 years Supervisory experience.

Knowledge:

Accounting Standards, taxation, local laws which apply to companies, filing of Income taxes and other statutory requirements of the GoRTT. Corporate governance and Industrial relations knowledge.

Skills & Abilities:

- ❖ Proficiency in Microsoft Office Suite and QuickBooks.
- ❖ Pension fund management
- ❖ Ability to reconcile and analyse financial data.
- ❖ Strong report writing and presentation skills.
- ❖ Excellent analytical, problem-solving, and conflict resolution skills.
- ❖ Ability to manage multiple priorities, work under pressure, and meet strict deadlines.
- ❖ High level of accuracy and attention to detail

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.ti
CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 15, 2026



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

LIBRARY MANAGER

1. POSITION OBJECTIVE

Leads the library team and manages the Library Media Centre as a dynamic learning hub, overseeing collection development, budgeting, cataloguing, information systems, and physical and digital space management. Delivers instruction in information literacy, reading development, and digital skills while collaborating with teaching staff and coordinating stakeholder requests to support academic excellence, student development, and the responsible and effective use of technology.

2. KEY ACCOUNTABILITIES

Library Services Leadership: Leads, coaches, and trains Library Media Centre staff to ensure high-quality and timely service delivery and support staff development by delegating tasks, reviewing outputs, providing feedback, and managing performance. Designs and delivers in-service training programmes to strengthen staff capability in library resources, research tools, and information literacy practices to enable effective integration of library services into teaching and learning.

Information Literacy Instruction & Reading Development: Designs and delivers Information Literacy Skills instruction and promotes a reading culture for Form 1 students to develop students' ability to locate, evaluate, and ethically use information and foster lifelong reading habits. This entails collaboration with teachers to plan and evaluate curriculum-aligned learning, curating inclusive collections, supporting reading initiatives, and overseeing social media channels, digital tools and multimedia to enhance student engagement.

Library Collection Development and Management: Oversees the selection, acquisition, organisation, and cataloguing of print, digital, and multimedia resources to support curriculum delivery, ensure accessibility, and promote inclusive inquiry-based learning by applying informed collection development practices that reflect school community needs and foster engagement and lifelong learning.

Stakeholder Collaboration & Library Expertise: Coordinates stakeholder requests for library resources, technology, research, and event support, and collaborates with teaching staff on curriculum, assessment, and co-curricular initiatives to ensure professional, responsive service that strengthens teaching, learning, and community engagement by maintaining solution-oriented communication with parents, teachers, authors, guest speakers, and external providers.

Library Budget Management: Prepares, implements, and monitors the annual library budget to support curriculum priorities, ensure cost-effective use of financial resources, maintain accurate financial records, and ensure compliance with school financial policies, adjusting allocations as required and liaising with school leadership and suppliers.

Library Information Systems and Records Management: Maintains accurate and up-to-date records of all library materials and users through the School Library Media Management System (including Alexandria) by cataloguing and tracking physical and digital resources, managing circulation and patron records, ensuring data integrity, and applying school policies and privacy requirements to support efficient operations and reliable access for all users.

Library Resource Development & Learning Environment Management: Oversees the maintenance and organisation of the School Library Media Centre to ensure facilities, resources, and equipment are safe, functional, and accessible by implementing maintenance plans, monitoring resource needs, designing inclusive physical and digital learning spaces, and initiating needs-based fundraising in collaboration with the school's fundraising committee.

3. THE CANDIDATE

Education & Experience

- ❖ Bachelor's Degree in Library and Information Science, OR a Bachelor's Degree ideally in Humanities and Education plus a Post Graduate qualification in Library Studies/Science.
- ❖ Certification in Supervisory Management
- ❖ Minimum 7-10 years progressive experience in a library science and information services environment including 5 years in leading teams.
- ❖ Experience in Conflict Resolution/ Mediation and classroom management.

Knowledge

- ❖ Library management systems, Classroom management, ICT integration in teaching and learning, Information management and library technologies, customer service principles
- ❖ Conflict resolution techniques

Skills

- ❖ Cataloguing and library resource management
- ❖ Strong oral and written communication
- ❖ Advanced proficiency in Microsoft Office Suite
- ❖ Report writing and compilation
- ❖ Effective time management
- ❖ Commitment to continuous professional development

Abilities

- Excellent planning and organizational skills
- Critical thinking and analytical skills
- Methodical and detail-oriented approach
- Ability to manage multiple priorities
- Ability to work collaboratively with students, staff, and stakeholders
- Ability to adapt to emerging technologies and best practices in library services

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 17, 2026



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

SCHOOL NURSE

1. POSITION OBJECTIVE

The School Nurse safeguards the health and wellbeing of students and staff to enable the school community to learn, work, and thrive in a safe and supportive environment by delivering health promotion programmes, providing medical treatment, monitoring health conditions, maintaining health documentation, procuring medical supplies, and facilitating referrals to external providers.

2. KEY ACCOUNTABILITIES

Medical Treatment: Provides timely and appropriate medical treatment to students and staff experiencing illness or injury while maintaining a clean, safe, and sanitary environment to protect their health and well-being during the school day. This entails administering first aid, emergency care, and prescribed medications according to medical orders, performing health screenings, managing chronic conditions, and ensuring care follows established health protocols and safety standards.

Health Monitoring: Monitors the health and wellbeing of students and staff to promote a safe and healthy learning environment by overseeing chronic conditions and medication administration, managing communicable diseases, conducting health screenings, observing students for physical, emotional, and behavioural concerns, and collaborating with staff, families, and healthcare providers in adherence to health policies.

Documentation: Maintains accurate and timely health records including medication administration, treatments, screenings, and incidents of illness or injury across electronic and paper systems to ensure continuity of care, support decision-making, and facilitate effective communication among healthcare providers, parents, and staff in compliance with legal, school, and confidentiality requirements.

Health Communication, Coordination and Referral: Facilitates clear, confidential communication among students, parents, school staff, and healthcare providers to support coordinated care, early intervention, and informed health decisions that promote student well-being. This involves identifying students requiring medical, dental, mental health, or social services and coordinating timely referrals and follow-up with families, school-based professionals, and external providers to ensure comprehensive and continuous care.

Health Promotion: Plans and promotes, together with school administrators, a long-term school health programme addressing hygiene, nutrition, physical activity, mental health, and disease prevention to foster lifelong healthy habits and enable the school community to learn and thrive. This is achieved through health education programmes on self-care and health management via health fairs, outreach programmes, lectures, demonstrations, OSHA and cafeteria meetings, and providing health advice when needed.

Procurement: Identifies and acquires medical supplies, equipment, and medications to ensure the Nurse's Station is adequately stocked and prepared to provide safe and effective care. This is achieved through a selected vendor by purchasing and replenishing supplies, maintaining adequate inventory, ensuring materials meet safety and quality standards, and managing proper storage, labelling, and disposal and works within budgetary and regulatory guidelines.

3. THE CANDIDATE

Education & Experience

- ❖ Associate Degree or Bachelor's Degree in Nursing from a recognised tertiary institution.
- ❖ Registered Nurse license with the Nursing Council of Trinidad and Tobago
- ❖ CPR and First Aid Certified
- ❖ Minimum 5 years of experience as a Registered Nurse
- ❖ Experience in Counselling, Mental Health and Community Nursing

Knowledge

- ❖ Nursing protocols and procedures, adolescent development and psychology, mental health conditions and treatments

Skills

- ❖ Patient assessment, professionalism, time management, professional interaction with adolescents proficiency in Microsoft Office applications

Abilities

- ❖ Excellent analytical, problem-solving, and organizational skills.
- ❖ High level of accuracy and attention to detail.
- ❖ Ability to maintain confidentiality and exercise discretion.
- ❖ Ability to manage multiple priorities and meet strict deadlines.
- ❖ Ability to work independently and collaboratively in a team environment.

4. FURTHER INFORMATION

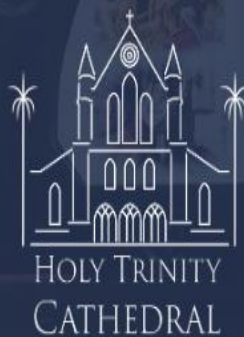
Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 17, 2026

Notice

**THE PARISH OFFICE IS
CLOSED ON **MONDAYS.****

**NEW OPENING HOURS
TUE-FRI (8AM-4PM)**

**2ND & 4TH SATURDAYS
(9AM -12NOON)**



BY ORDER OF MANAGEMENT

Weekly Worship

MONDAY - FRIDAY | 6:30 AM

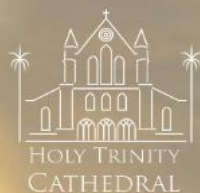
Morning Prayer (Facebook Online)

MONDAY - FRIDAY | 12 NOON

Midday Mass - HTC Main Chapel

SUNDAY - FRIDAY | 9 PM

Compline (Facebook Online)



SMALL GROUP ACTIVITIES

Join us in the All-Souls Virtual Chapel

Zoom Meeting ID: **875 0223 3875** | Password: **Worship**

- Mondays at 5:00 PM
- Thursdays at 5:00 PM
- Fridays at 1:30 PM
- Bible Study – resumes in September
- Prayer Group
- Bible Study – resumes in September

DIVINE OFFICE READINGS

DATE	MORNING	EVENING
SUNDAY 26TH <i>The Ninth Sunday</i> <i>Anne and Joachim,</i> <i>Parents of the</i> <i>Blessed Virgin Mary</i>	± Psalms 24, 29 ± Joshua 24:1-15 ± Mark 2:23-28	± Psalms 8, 84 ± 2 Samuel 1:17-27 ± Acts 28:23-31
MONDAY 27TH	± Psalms 56,57, [58] ± Joshua 24:16-33 ± Matthew 27:24-31	± Psalms 64, 65 ± 2 Samuel 2:1-11 ± Romans 16:1-16
TUESDAY 28TH	± Psalms 61, 62 ± Judges 2:1-5, 11-23 ± Matthew 27:32-44	± Psalm 68:1-20(21-23)24-36 ± 2 Samuel 3:6-21 ± Romans 16:17-27
WEDNESDAY 29TH	± Psalm 72 ± Judges 3:12-30 ± Matthew 27:45-54	± Psalm 119:73-96 ± 2 Samuel 3:22-39 ± Acts 1:1-14
THURSDAY 30TH	± Psalms (70), 71 ± Judges 4:4-23 ± Matthew 27:55-66	± Psalm 74 ± 2 Samuel 4:1-12 ± Acts 1:15-26
FRIDAY 31ST	± Psalm 69:1-23(24-30)31-38 ± Judges 5:1-18 ± Matthew 28:1-10	± Psalm 73 ± 2 Samuel 5:1-12 ± Acts 2:1-21
AUGUST SATURDAY 1ST	± Psalms 75, 76 ± Judges 5:19-31 ± Matthew 28:11-20	± Psalms 23, 27 ± 2 Samuel 5:22—6:17 ± Acts 2:22-36 <i>Collect for Proper 13</i>

LITURGY OF THE WORD READINGS (Weekends)

EUCHARIST READINGS FOR SUNDAY August 02, 2026

The Commemoration of Emancipation

(The Tenth Sunday after Pentecost: Proper 13 — Year A)

± **1st Reading:** Exodus 6:2-13

Psalm: 114

± **2nd Reading:** Philemon 8-21

Gospel: Luke 4:16-19