



Role Description

Position title:	Sacristan	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Master of Ceremonies, Liturgical Environment Volunteers, Altar Servers
Position Purpose:	The primary role of the Sacristan is care for the material things of the liturgy. They are stewards of all of the earthly things used in the liturgy – the Eucharistic vessels; the baptismal font; the holy oils; the altar cloths; the liturgical books; the vestments; the sound system and audio visuals; and the church.		
Qualifications and experience:	<ul style="list-style-type: none"> No experience required as Sacristans are provided training. Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> All volunteers must complete the Safeguarding Essentials online training module on an annual basis. Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> This is a volunteer role. Expected commitment is 1-2 hours a week/month. Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:
<ul style="list-style-type: none"> Commitment to the safety of children, young people and vulnerable people Motivated to work within the Catholic Church environment and a strong commitment to its values Commitment to ongoing personal faith formation Honesty and integrity Reliability Responsibility Willingness to work collaboratively as part of a team Planned and organised and willing to learn the intricacies of the vessels, holy oils, altar cloths; liturgical books and vestments

Skills and attributes:

- Is familiar with the liturgical calendar and feasts and seasons of the Church year
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:

Serving in liturgies

Key Duties:

- Prepares for liturgies using the *Ordo* and in consultation with the Presiding Priest and Parish Liturgy Committee.
- Monitors supplies of water, bread, wine, oil and candles and advises the Priest or Parish Secretary if they need to be replenished.
- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Ensures correct vessels, holy oils, altar cloths; liturgical books and vestments are ready for liturgies.
- Works with the Presiding Priest, Master of Ceremonies, Minister of Liturgical Environment, Altar Servers, and audio-visual/sound volunteers to coordinate the liturgy.
- Washes and polishes vessels and candlesticks after use.

Training

- When required, trains new or continuing liturgical ministers.

Further reference:

- *Ministry of the Sacristan*, Melbourne: Archbishop's Office for Evangelisation, 2013.