

CATHEDRAL OF THE IMMACULATE CONCEPTION

Job description for:

Sacristan

Position Summary: In general, this role serves as an arranger for worship services, ensuring that vestments and linens are arranged and ready, that altar vessels are kept safe, that consumables like altar wines and altar bread are in adequate supply, and that the church as a whole is kept secure and in veneration shape. The sacristan needs to work and communicate well with the liturgy coordinator, the rector, the deacons and pastors to attend to the environment of worship. A sacristan should have a solid understanding of how liturgies flow, the order of Mass and services, and the basic teachings of and respect for the Roman Catholic faith. A sacristan's schedule is heavily dependent on the church's worship schedule. Hours can include weekends, evenings and holidays and will vary during the seasons of Christmas, Holy Week and Easter. Working hours include opening church an hour before confessions or celebration of any Mass and close church after liturgy. A bi-weekly time sheet will be kept by employee and signed by the liturgy coordinator.

Primary Duties and Responsibilities of Sacristan (include but are not limited to):

Opening the Cathedral. Preparing the altar and worship space for all liturgies -weekday and weekly liturgies, funerals and special feast days, wedding, funerals, holy days and holiday services; laying out linens, host and sacramental wine, vestments, special seating, offertory tables and linens, and worship aides; cleaning up used Sacristies vessels and locking up church.

Care of altar flowers, feast day and holiday greens and decorations, ordinary time plants and funeral arrangements; arranging liturgical candles (tapers, Paschal, devotional); palms for Palm Sunday.

Maintaining the liturgical linens and vestments including storing and ironing if needed.

Maintaining general cleanliness of the church; emptying trash; maintaining and updating bulletin board and discarding papers and garbage left in pews; tidying entrance tables, and if needed, sweeping entrances and foyer of dirt, snow, salt and leaves.

Setting up and breaking down of weddings and funerals; reserving parking; reception of floral arrangements; attending to any special requests of the family, cleaning up and closing church.

Working and communicating well with Music Director about liturgy and events.

Assisting cantor/choir rehearsals.

Assist with additional tasks assigned at Rectory.

Prepare liturgical materials. The lectionary, the sacramentary or other ritual books need to be set up (with any previously agreed choices marked). Locally prepared texts such as the intercessions need to be available. Vestments, vessels and other materials need to be maintained, cleaned or replaced as necessary, and set up for each rite.

Maintain images and decorations. Permanent and seasonal images need maintenance and cleaning. Either sacristans or another group of volunteers need to

plan and care for flowers or other seasonal decorations. Whenever flowers are brought into the church complex, responsibility needs to be taken for their watering and disposal.

Take inventory. Sacristans set up and supervise the regular replenishment of materials like wine, bread, candles, charcoal. They procure annual items like palms and the paschal candle. Every few years, they take an inventory of church property. This might include a review of insurance policies, appraisals of old objects, and setting priorities for acquiring new things or replacement items.

Minister at major liturgies. All involved need to know who will be present at each given liturgy to assure the proper flow of work. Responsibilities include the opening and closing of facilities, setting up objects, welcoming other ministers, participating in certain parts of the rite (ringing bells from the tower or lighting new charcoal at various points of a Mass) and returning all objects to their proper place after a liturgy.

Perform other administrative duties. Prepare daily mass intentions, participate in the drafting of visitation reports, inventories, and other working documents, as well as attend certain staff meetings or parish events.

Skills and Qualifications

- Fully initiated member of the Catholic faith.
- Understanding knowledge of the Catholic Faith and the liturgy
- Ability to honor and maintain confidentiality.
- Ability to self-motivate, manage responsibilities and work independently.
- Valid driver's license and a record of safe operations of a motor vehicle.
- Ability to effectively communicate and work well with staff and volunteers.
- Ability to develop and maintain effective record-keeping and facilities management records.
- Good interpersonal skills
- Good organizational skills.
- Punctual
- Diplomatic
- Able to collaborate with the parish priest and staff in carrying out tasks
- Ability to work flexible hours, including weekends and evenings on an as-needed basis.
- Possess knowledge of procedures, practices, tools, and equipment used in maintenance.
- Ability to work independently without direct supervision.
- Able to adapt to challenges and changes in routine.
- Positive/friendly/enthusiastic.

Physical Demands: This position can be physically demanding. Sacristans should have ability to move, load and unload equipment and supplies weighing 50 pounds and heavier. Physical motions can include walking long distances, bending, stooping, squatting, reaching and carrying and climbing step ladders.

The appointment to this position is contingent upon a satisfactory criminal background check and compliance with Safe Environment requirements, including Virtus training.

The Employee who is newly appointed to this position is subject to a 6-month new employee appraisal period in accordance with Diocesan policy.

I have read and received a copy of this job description.

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| | |
| Location | |
| Hours of work | |
| Exempt/NE status | |
| Last date revised | |

Rector

Date

Employee

Date