

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Sacristan
Accountability	Pastor
Purpose of Ministry	<p>Whether or not there is a person bearing the title of sacristan, many things need to be done before liturgy can take place. The building must be opened and lit, cleaned and decorated for the feast. Bread and wine must be in place, vessels and vestments available, books and candles set out.</p> <p>The ordained ministers often do some of this work. The lectors, acolytes, ushers and Eucharistic ministers usually have responsibilities for making ready the materials that they themselves use. Other individuals and groups that might be involved include sextons, janitors, altar guilds, liturgy committees, decorators and members of the pastoral staff. In parishes with a large number of volunteers, a great number of members may be involved in the work of the sacristy. In these parishes, good communication is required to make sure that all the tasks, performed by so many, will be done well. To make sure this happens, the pastor or liturgist will need to provide overall supervision and support. Individuals and groups need to be given clear mandates and power to do the varied tasks. In most cases, this work will be enhanced by designating a sacristan, who will assure continuity and accountability in the performance of these tasks and will train new volunteers. Other parishes, especially smaller ones, follow other models for the accomplishment of sacristy-related chores. Even in the smallest liturgical community, however, it's a good idea to have someone other than the priest undertake this ministry. The assembly needs to appreciate that the gathering and the tasks leading up to it are holy duties for the whole community, not just quick visits to get what the pastor has prepared.</p>
Participant Group	Pastor, pastoral team, the parish and parish community

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Activities and Responsibilities	<ol style="list-style-type: none">1. <i>Supervise the calendar.</i> There can be only one master calendar, with definite rules that specify who can add an event to it, who can commit facilities and personnel. Local festivals need to be added early so that their hours will be kept clear of other events. Optional memorials need to be selected, and certain restrictions need to be set up far in advance (for example, clear rules against booking weddings during the Easter Triduum). During the course of the year, procedures for booking funerals and other last-minute vents need to be made clear and then followed by all concerned.2. Prepare specific seasons and liturgies. Sacristans should prepare for planning meetings by reviewing the liturgical texts and options, by reviewing previous years' files, and by noting sacristy-related questions. At these meetings sacristans will note any objects that need to be borrowed or purchased. After the meetings, they will prepare lists of things that the parish will need, in order to perform the agreed-upon ritual. They will prepare all of the objects that will facilitate the celebration.3. Establish standard operating procedures. Sacristans, in collaboration with presiders and committees, should negotiate a clear flow chart of responsibilities for the daily and weekly operation of the sacristy4. Maintain the church complex. Every part of the building (including the exterior) needs regular maintenance and cleaning. The sacristan might well be the one to enlist volunteers for this and negotiate the responsibilities of a custodian in relationship to other ministers.5. 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.6. 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.7. 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.8. 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 liturgy9. Perform other administrative duties. Prepare budgets, participate in the drafting of visitation reports, and attend certain meetings of the pastoral staff or parish pastoral
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Skills and Qualifications	<ul style="list-style-type: none"> ▪ Registered, practicing member of the parish. ▪ Fully initiated member of the Catholic faith. ▪ Understanding knowledge of the Catholic Faith and the liturgy ▪ Good interpersonal skills ▪ Good organizational skills. ▪ Punctual ▪ Diplomatic ▪ Able to collaborate with the parish priest and staff in carrying out tasks ▪ Able to adapt to challenges and changes in routine. ▪ Positive/friendly/enthusiastic.
Time Commitment	12 hours per week plus additional hours as required
Duration	2-year term, renewable
Orientation and Training	<ul style="list-style-type: none"> ▪ Pastor or deacon ▪ To study the liturgy rubrics manual
Support and supervision	The main support and supervision is from the pastor Support can be received from other members of the pastoral team The pastor is to evaluate the position
Evaluation	Annually by the Pastor
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview, Reference Checks, Police Record Check ▪ Police Record Check ▪ Receive <i>Volunteer Guidelines, Sign Ministry Covenant</i> ▪ Orientation and training ▪ Supervisory checks and evaluations