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| *Insert Parish logo here* |

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| Position title: | Sacristan | Position reports to: | *Parish Priest* |
| 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: | * No experience required as Sacristans are provided training.
* Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
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| Training: | * 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.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. 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.
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| Skills and attributes: |
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| * 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
* 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
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| Key Results Areas: | Key Duties:  |
| --- | --- |
| Serving in liturgies | * 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.
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| Training | * When required, trains new or continuing liturgical ministers.
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**Further reference:**

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