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| *Insert Parish logo here* |

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| Position title: | Master of Ceremonies | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Altar Servers | Other key relationships: | Sacristan, Music Coordinator |
| Position Purpose: | The Parish Master of Ceremonies is the person entrusted with the responsibility of overseeing and coordinating the liturgical rites of the parish, especially those that are more complex, to ensure they are celebrated faithfully. | | |
| Qualifications and experience: | * Must have extensive experience as Altar Server or Liturgical Minister. * Must be well versed in Church’s liturgical traditions and laws and customs. * May be male or female. | | |
| 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. | | |
| 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. | | |

| 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 * 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: | Key Duties: |
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| Serving in liturgies | * Prepares liturgies with the Presiding Priest and Parish Liturgy Committee. * Organises training and rehearsals before major liturgies, for example, Paschal Triduum. * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. * Ensures altar and sanctuary are set up, Ordo, Missal or other prayer books in place. * Ensures vessels, candlesticks, crosses etc are in place. * Checks all liturgical ministers are in attendance * Confirms arrangements with presiding priest. * Coordinates liturgy. |
| Training | * When required, trains new or continuing liturgical ministers. |

**Further reference:**

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