

Parishes of Camberwell, Balwyn Deepdene and Surrey Hills Wattle Park
Ministry Role Description

SACRISTAN

Purpose:

The Sacristan is responsible for preparing the Church for Mass and other liturgies. The role of the Sacristan not only assists the priest, but supports the entire assembly to participate in liturgical celebrations.

Responsible to:

Parish Priest

Role Description:

The Sacristan is responsible for preparing what is required for the celebration of weekday and Sunday Mass to ensure our liturgies run smoothly.

Duties:

The Sacristan will:

- Arrive in a timely manner prior to the commencement of Mass, allowing enough time for preparation and set up.
- Open and close the church and facilities as required.
- Ensure that the Church is set up for Mass and other liturgies, including baptisms, weddings and funerals.
- Ensure preparation of the Sacramentary and Lectionary, sacramental vessels, altar cloths, vestments and other items necessary for the celebration of Mass.
- Assist and support the priest in the celebration of the sacraments, as necessary.
- Work as a member of a team with the Presiding Priest, liturgical ministers, altar servers to coordinate the liturgy.
- Where applicable, set up the audio-visual equipment including microphones and the PowerPoint slides for the liturgy or work with the audio-visual volunteer.
- Fill in as needed or ask for replacements for required liturgical roles during Mass.
- Monitor supplies of bread, wine, oil, candles and charcoals and advise the Parish Office if supplies need to be replenished.
- Clean and return all objects to their proper place after the liturgy.
- Ensure that the Sanctuary is cleared and the church is left secure and tidy at the conclusion of Mass.

Conditions:

- This is a volunteer role.
- The anticipated commitment is weekly.

Sacristans are required to:

- hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years;
- apply for a Police Record Check or provide a recent Police Record Check (cost will be covered by the Parish);
- read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years;
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Duties may vary from parish to parish.

Training required:

- All employees and volunteers must complete a safeguarding training module as required.
- Initial induction training will be provided prior to commencing in the role and other training as required.

Qualifications and experience:

- No prior experience is required as Sacristans are provided with training.
- Be familiar with the Order of the Mass.
- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Has a good knowledge of the various liturgical rites and the associated requirements.
- Ability to organise, prioritise and manage several tasks at one time.
- Competency in computer programs if required to undertake the role.
- A willingness to undertake ongoing faith formation.
- Willingness to work collaboratively as part of a team.
- Respect confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community and contributing to the smooth running of our liturgies.