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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. | | |
| 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 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 |

| Key Results Areas: | Key Duties: |
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| 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. |
| Training | * When required, trains new or continuing liturgical ministers. |

**Further reference:**

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