

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Sacristan

FLSA: Non-Exempt

Position Summary: This position is responsible for keeping in good order the worship space including the sanctuary, the nave, and the sacristy.

Working Relationships: This position reports directly to the Pastor. No supervisory responsibilities are required.

Working Conditions: This is a part-time, twelve month position. Flexibility in work schedule is required.

Principle Activities:

- 1) Working in union with the priest, sacristan activities will include:
 - a. Ensuring the cleanliness and orderliness of the sacristy and sanctuary
 - b. Ensuring that the furniture in the sanctuary is clean and appropriately positioned
 - c. Coordinating the ordering of all supplies and materials (i.e., unconsecrated/approved sacramental hosts and wine; candles, altar linens, incense, charcoal, etc.) required for liturgies
 - d. Ensuring that candles are clean and functional, with wicks trimmed as needed
 - e. Ensuring sufficient amount of clean purificators, corporals, hand towels, incense, charcoals, hosts, etc. are available for the week's liturgies, funerals, weddings, baptisms and other liturgical events
 - f. Informing the pastor or deacon of any liturgical item (chair, book, etc.) which is in need of repair or replacement
 - g. Decorating for the different liturgical seasons
 - h. Ensuring that the sanctuary vigil lamp is always burning; and is replaced if/as needed
 - i. Ensuring that the holy water stoups are cleaned and replenished as needed
 - j. Ensuring that the holy water font is cleaned and replenished as needed. If new (unblessed) water is added to the font, will contact the priest or deacon to bless the water as soon as possible.
 - k. Ensuring that altar linens are washed in accordance to the liturgical norms
 - l. Ensuring that altar garments for the altar servers and priests are cleaned and pressed
 - m. Ensuring that any books or information needed during the liturgy or ceremony are available, i.e. missalettes, prayer intentions, announcements, booklets, etc.

- 2) Other duties as requested by the Pastor.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications:

1. Has a basic knowledge and experience of liturgical rites, i.e. the Mass; Communion Service, Eucharistic Adoration, Baptism, Funerals, etc.
2. Must possess good interpersonal and communication skills. Must be able to respond with courtesy and diplomacy and possess a willingness to serve.
3. Possess good knowledge of the teachings and practices of the Catholic Church.

Requirements:

1. Able to exercise discretion and work independently to complete activities according to work schedule.
2. He or she must be flexible, available and dependable.